

NB - Section 124, 125, 126 and 127 of the Road Traffic Regulations and section 22 of the Road Traffic (Taxis and Contract Cars) Regulations require “that any person who operates a PPV either as a Driver or Conductor MUST have a badge.”



## REQUIREMENT SHEET APPLICATION ON CONCESSION

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1. Write a letter addressed to the Transport Authority requesting a concession
2. Proforma invoice for motor vehicle to be bought. Proforma must state:
  - Make/Model of Vehicle
  - Year
  - Seating Capacity
3. Application form for the required licence type (Rural Stage/Contract Carriage) or Change of Vehicle Form.  
N.B. The application form must be submitted along with the other requirements (excluding motor vehicle documents and “L” Form) for that particular category of road licence.
4. Applicant is required to pay the full application fee (New or Change of Vehicle Application for Rural Stage or Contract Carriage).
5. If the applicant wishes to transfer an existing road licence to the vehicle being bought, a Change of Vehicle Form should be completed, and the change of vehicle fee is applicable.
6. The Transport Authority will then send a letter to Ministry of Industry, Commerce & Investment indicating that a request for a concession has been made by the applicant. The Ministry will then communicate with the dealer providing the vehicle.
7. Please note that if the concession is granted and the vehicle has been secured, the applicant must submit the vehicle documents and a “L” Form (purchase receipt at Tax Office, take receipt and vehicle to Examination Depot) to the Transport Authority for the process to be completed.

### FOR COLLECTION OF ALL ROAD LICENCES/CERTIFICATES, THE FOLLOWING APPLY:

**APPLICANT** – Owner’s Identification (Passport, National ID, Driver’s Licence), Transport Authority’s **original** receipt.

**BEARER** – Bearer’s ID (Passport, National ID, or Driver’s Licence), authorization letter signed & stamped by a Justice of the Peace and the Transport Authority’s **original** receipt.

**IN THE CASE OF A COMPANY:** A letter signed & stamped by the authorized personnel from the company, Bearer’s ID & Transport Authority’s receipt.

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- ✚ Refunds: Where applicable, a request for refund must be submitted within two (2) years of the application date. The non-refundable application fee will be deducted from the amount refundable.