**BUSINESS PROPOSAL TEMPLATE FOR**

**APPLICATION OF ELECTRIC VEHICLE CHARGING OPERATOR LICENCE**

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| **BUSINESS PROPOSAL FOR APPLICATION OF ELECTRIC VEHICLE CHARGING OPERATOR (EVCO) LICENCE IN SINGAPORE**  **To Note:**   1. Applicants must have read **‘*LTA’s GUIDELINES FOR THE LICENSING OF EV CHARGING OPERATORS’***published on LTA’s website to understand the licensing requirements and conditions that an EV charging operator may need to comply with, should an EV charging operator be granted a licence. 2. Applicants should fill in this business proposal template to the best of their knowledge and submit it as part of the application for an EVCO licence on OneMotoring. 3. Any other supporting documents requested in this template should be provided to LTA during the application process, by uploading it under *‘Other documents’*. |
| **Part I – Business Details** |
| :   1. Business profile and structure of the Applicant, including information and supporting documents relating to:    1. Business structure (e.g. sole proprietorship, partnership, limited liability partnership, company etc):   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * 1. Entities related to the Applicant (e.g. holding/parent company, subsidiaries, associated companies, joint ventures (if any):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   2. Whether the Applicant is a private or public-listed business entity and the countries it operates in:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Please provide a copy of the Applicant’s organisation chart, which should include the names and designation of officers holding key positions in the business relating to the management and operations of electric vehicle charging services |
| **Part II – Business Plans & Experience** |
| 1. Please provide LTA with ***a write up of your business plans*** that should include the following (where applicable):  |  |  | | --- | --- | | 1. **Overview of EV Charging Business** | | | Number of EV Chargers you currently operate | *<to be filled in>* | | Number of EV Chargers you intend to operate | *<to be filled in>* | | Type of EV Chargers you intend to deploy/operate (e.g. Fixed or Non-Fixed, Power Output, Type of Connector etc) | *<to be filled in>* | | Location(s) of EV Chargers  *Please provide a general description of the location (e.g. at the carpark in X shopping mall or in Y office etc)* | *<to be filled in>* |  |  |  | | --- | --- | | 1. **Marketing Strategy** | | | Existing clientele base and/or targeted clientele of EV chargers’ users (E.g. general public, a selected class of users etc) | *<to be filled in>* | | Estimated pricing for EV Chargers | *<to be filled in>* | | Estimated profitability | *<to be filled in>* | | Growth Strategy over the next 5 years | *<to be filled in>* |  |  |  | | --- | --- | | 1. **Operational Resources** | | | Sources of funding | *<to be filled in>* | | Manpower – (no of employees, qualifications etc) | *<to be filled in>* | | Ability to keep and retain data records relating to charging data collected (if applicable for existing operators)  *You may wish to provide a sample of the charging data collected if you are currently operating an EVCO, or you may wish to describe how your system is able to keep and retain the data.* | *<to be filled in>* | | Brief write up on key personnel of business | *<to be filled in>* |      |  |  | | --- | --- | | 1. **Overseas Operations** | | | Please provide a brief description of your operation, including no. of chargers operated, type of chargers, customers, generic list of charger locations, period of operation, chargers’ utilization rate and any past incidents to highlight that may have led to fire, damage to property, casualty or death | *<to be filled in>* | |
| **Part III – Implementation Plan** |
| 1. Third party liability insurance: Please provide a copy of the quotations or cover notes sourced, that would be sufficient to meet the requirement specified in ‘*LTA’s GUIDELINES FOR THE LICENSING OF EV CHARGING OPERATORS’*. 2. Data sharing: The dynamic data sharing shall be done via API integration using the Open Charge Point Interface (OCPI) communication protocol. Have you adopted the OCPI communication protocol standard for interoperability between your charging stations and mobility service providers?  |  | | --- | | Yes / No |     *If* ***Yes****, and if integration with LTA or its agent is not yet done, please provide the API details (e.g. location end point, tariff end point) and token for both UAT and Production environments for the integration set up (For more information on the data required, please refer to the Guidelines for the Licensing of EV Charging Operators.*   |  | | --- | |  |   *If* ***No****, please provide a brief description of how the Applicant intends to secure OCPI-compliance before your application for EVCO licence is approved.*   |  | | --- | |  |  1. Smart charging: Do your EV chargers have smart charging capabilities?      |  |  | | --- | --- | | Yes / No |  |  1. Open backend standards: Do your EV chargers utilise open standards (e.g. ISO, not limited to protocols by Open Charge Alliance) for communication between charger and the charger management system (CMS)?      |  |  | | --- | --- | | Yes / No |  |  1. Payment methods: Please provide a brief description of the payment methods that will be made available for your EV chargers. Please also include any information relating to any types of deposits that the Applicant will be/intends to collect.  |  | | --- | |  |  1. Membership: Please provide details on membership schemes applicable for your EV charging services provided (if any)  |  | | --- | |  |  1. Cybersecurity: Please provide a copy of any cybersecurity-related certifications, such as ISO 27001, CSA-STAR to demonstrate security robustness of the platform.   Please provide details of employees performing cybersecurity functions. This should minimally include the details of the SIRO and SIRM, and to further provide an organisation chart of the cybersecurity team (if relevant, for companies with bigger cybersecurity teams)   |  |  |  |  |  | | --- | --- | --- | --- | --- | | ***Cybersecurity personnel[[1]](#footnote-2)*** | **Name of Employee** | **Designation** | **Contact No.** | **Email Address** | | **Security Incident Response Manager (SIRM)** |  |  |  |  | | **Security Incident Response Officer**  **(SIRO)** |  |  |  |  |  1. Charger downtime event: Please provide a description of your SOP in the event of the occurrence of a charger downtime event *(i.e. whereby 5% of the charger network is un-operational at the same time for more than 20 minutes, and where the downtime is directly attributable to factors within the licensee’s control).* This should include details on personnels involved, rectification works and notification to LTA.  |  | | --- | |  |  1. Service hotline: Do you currently have a service hotline made available to charger users to raise queries, feedback or complaints?  |  | | --- | | Yes / No |   If ***Yes***, please provide the hotline number   |  | | --- | |  |   Is the service hotline currently made available 24/7?   |  | | --- | | Yes / No |   If ***No***, please provide information on whether there are plans to expand the hotline to provide a 24/7 coverage (i.e. operational 24 hours everyday), and the expected timeline to do so.   |  | | --- | |  |  1. Incident management SOP: Please provide a description of your SOP in the event of the occurrence of any *specified incidents* (i.e. referring to any electrical, fire, or any safety or security incidents resulting in any casualty or death).  |  | | --- | |  |  1. \*Only for BCSS (if applicable): For application of an EVCO licence that covers BCSS operation, applicant should provide a brief description of the envisaged BCSS operation, including locations for the proposed BCSS installation(s) (if not already provided under the business plans above).  |  | | --- | |  |   You are also required to show proof that you have sought SCDF’s clearance/no-objection to address fire safety related concerns, for the proposed BCSS installation(s). |

**END**

1. SIRO’s role is to be the on-site point of contact for cyber security incidents in the organisation, while the SIRM’s role is to be the authority in command and corporate intermediary for cyber security incidents in the organisation. [↑](#footnote-ref-2)