

**APPLICATION FOR  
BICYCLE-SHARING LICENCE  
(TYPE 2 BICYCLE LICENCE)**

## Important Information for All Applicants

1. This is an application to LTA pursuant to section 10 of the Shared Mobility Enterprises (Control and Licensing) Act 2020 (the “**Act**”) for the grant of a licence to provide in Singapore, a shared mobility service as defined in section 3 of the Act. Please note that in addition to any terms and conditions contained herein, shared mobility services are governed by the Act and the relevant regulations. Applicants shall ensure that they are able to comply with all terms and conditions stated herein and any relevant obligations under the Act and the relevant regulations, before submitting this Application Form.
2. Before completing this Application Form, please read through all the information stated herein which includes **Annexes A-1 (Key Licensing Requirements), A-2 (Trip Data for Shared Mobility Service), A-3 (Director’s Resolution/Power of Attorney), A-4 (Details of Officer(s)/Authorised Representative(s)) and A-5 (Payment Methods and Instructions for Bicycle Sharing Licence Application)** hereto carefully. Do ensure that all information fields are completed where required, and any supporting documents required are provided together with your Application Form. If your Application Form is incomplete, your application may be excluded from further consideration. All references in this Application Form to “LTA” or the “Authority” shall mean the Land Transport Authority of Singapore. All references in this Application Form to “Licence” shall mean the Type 2 bicycle licence granted by LTA pursuant to section 11 of the Act, authorising the Applicant to provide a shared mobility service using bicycles in Singapore subject to the terms and conditions of the Licence and the applicable Standards of Performance, and “Licence” shall accordingly have the meaning ascribed to it by section 2(1) of the Act. All references in this Application Form to “licensee” shall mean any Applicant which has been granted a Licence by LTA, and “licensee” shall accordingly have the meaning ascribed to it by section 2(1) of the Act.
3. The completed and signed Application Form shall be submitted together with a **non-refundable** application fee of Singapore Dollars S\$1,500. Detailed payment instructions can be found under **Annex A-5 (Payment Methods and Instructions for Bicycle Sharing Licence Application)**.
4. Please submit two (2) copies of the completed and signed Application Form and enclosed supporting documents to LTA in the following manner:

- i. One (1) PDF softcopy to [DSO\\_licence\\_application@lta.gov.sg](mailto:DSO_licence_application@lta.gov.sg) ; and
- ii. One (1) hardcopy by hand, or registered post. Please attention it to:

**3 Deputy Director, Active Mobility Group  
Land Transport Authority of Singapore  
1 Hampshire Road  
Singapore 219428  
Block 11, Level 4**

5. The information provided in the completed Application Form will remain confidential and used solely for the purpose of evaluating the Applicant's application for a Licence to provide shared mobility services in Singapore. However, LTA may disclose the Maximum Allowable Fleet Size that the Applicant applied for in this Application Form and such other confidential information provided in this Application Form (including any personal data) if the disclosure is permitted and/ or required by law.

**APPLICATION FORM FOR LICENCE TO PROVIDE SHARED MOBILITY SERVICES IN SINGAPORE (TYPE 2 BICYCLE LICENCE)<sup>1</sup>**

**Section A – Applicant’s Information**

Entity’s <sup>2</sup> Name:	
Type of Entity (sole proprietor, corporation, partnership, limited liability partnership or unincorporated association):	
Unique Entity Number (UEN):	
Registered Local Business Address <sup>3</sup> :	
Contact No.:	
<b>Authorised Representative’s Information</b>	
Name of Authorised Representative <sup>4</sup> (as in NRIC or Passport):	
NRIC / Passport No / FIN:	

<sup>1</sup> Pursuant to section 10 of the Act.

<sup>2</sup> Entities which may make an application to LTA for a Licence pursuant to section 10 of the Act are sole proprietors, corporations, partnerships, limited liability partnerships or unincorporated associations. “Corporation”, “limited liability partnership” and “unincorporated association” shall have the respective meanings ascribed to them under section 2(1) of the Act.

<sup>3</sup> Please note that this address shall be treated by LTA as the official address for which any notices or other documents under the Act may be served on the Applicant (or the licensee, as the case may be) by LTA.

<sup>4</sup> “This Authorised Representative” shall also be the Applicant’s representative for the purposes of the Act, and shall accordingly have the meaning ascribed to “representative” under section 2(1) of the Act. Please note that this Authorised Representative shall be the main contact point for LTA to liaise with for all matters pertaining to the Licence application, and throughout the Licence period if the application is successful. The Applicant shall ensure that this Authorised Representative is duly authorised by the Applicant (whether by way of the Applicant’s constitutive documents or Director’s Resolutions, or otherwise) to accept on the Applicant’s behalf, service of notices and other documents under the Act, and to act on behalf of the Applicant for the purposes of the Act. If any changes are made to the Applicant’s Authorised Representative, LTA shall be informed in writing within three (3) working days of such change, and the Applicant shall provide to LTA, the Director’s Resolution or Power of Attorney (as applicable) evidencing that the said new Authorised Representative is authorised to act on behalf of the Applicant on all of the matters as aforesaid.

Designation:	
Residential Address:	
Contact No. (Office / Mobile):	
Email Address:	

**Section B – Proposal for Maximum Allowable Fleet Size under Licence**  
**IMPORTANT: Please note that the Maximum Allowable Fleet Size proposed by Applicant shall be equal to or more than 500 bicycles, and not more than 1000 bicycles.**

Proposed Maximum Allowable Fleet Size (No. of Bicycles):	
Reasons for Maximum Allowable Fleet Size Applied for:	

**Applicants that previously held a Bicycle-Sharing Regulatory Sandbox Licence/Bicycle-Sharing Licence granted by LTA are not required to complete Section C1 and should proceed to complete Section C2**

**Section C1 – Application Documents**  
(Please ensure that all information and supporting documents for this section are attached and clearly labelled in accordance with the requirements herein)

**Part I - Details and Management of Business**

1. Business profile of the Applicant<sup>5</sup>

**Where the Applicant is a Corporation**

- a) Place and Date of Incorporation;
- b) Address, contact number and other relevant particulars of Incorporation
- c) Substantial shareholders and their shareholding;
- d) Principal business (to provide in the table below);

Principal Business:

S/N	Activities	Description

<sup>5</sup> Pursuant to regulation 6 of the Shared Mobility Enterprises (Control and Licensing) Regulations 2020. Please provide documents and other evidence of the information stated in paragraph 1 of Part I – Details and Management of Business above, where applicable.

- e) Corporation(s) in which the applicant has a substantial shareholding, and the holding company of the applicant, if applicable;
- f) Whether the Applicant has issued shares which are listed on a securities exchange established in or outside Singapore?  
 Yes /  No

**Where the Applicant is not a Corporation (i.e. sole proprietor, partnership, limited liability partnership or unincorporated association)]**

- a) Place of formation and other relevant particulars of formation
- b) Principal business (to provide details in the table below);

Principal Business:

S/N	Activities	Description

- 2. Details of Officer(s)<sup>6</sup>/Authorised Representative(s) (to be provided in Annex A-4).
- 3. The Applicant’s latest organisation chart (accurate as of the date of submission of this Application Form) stating the owner(s) of the Applicant, the key personnel of the management team and the areas they will be overseeing for the Applicant, including but not limited to the areas they will be overseeing for this application for the grant of a Licence.
- 4. Proposed pricing for shared mobility services, including subscription plans, if any. Please note that licensees shall not be allowed to collect user deposits.

**Part II - Track Record**

(Please respond to the following questions by checking either ‘Yes’ or ‘No’ and provide the requested information, including any supporting documents where applicable)

- 1. Have you operated any shared mobility service in Singapore?  Yes /  No  
 If **Yes**, please provide details of the service, including information on the number of deployed devices, deployment locations, service period, utilisation rate and any past accidents or incidents associated with the deployment of the shared devices (including the relevant service period during which such accidents or incidents occurred). If **No**, please proceed to **Question No. 3**.
- 2. If you have terminated the shared mobility service mentioned in Question No. 1, please detail how you managed the termination of the shared mobility service, including the manner and time taken to remove the devices from public places, and how you managed/handled refunds from customers.
- 3. Have you operated any shared mobility service overseas?  Yes /  No  
 If **No**, please proceed to **Question No. 5**.  
 If **Yes**, please provide details of the service, including information on the number of deployed devices, deployment locations, service period, utilisation rate and any past accidents or incidents associated with the deployment of the shared devices.  
 Please provide the contact details of at least one (1) city authority official from the city where the shared mobility service was operated. Please note that by completing and submitting this Application Form and the information below, you hereby give LTA consent to contact the relevant city authority for the purpose of obtaining information relating to your operation of a shared mobility service in that city.

<sup>6</sup> “Officer” has the meaning ascribed to it by section 2(1) of the Act.

Contact Details	
Name of Official of City Authority:	
Designation:	
Name of City Authority:	
Email Address:	
Contact Number: (Office / Mobile)	

4. For the shared mobility service operated as answered under **Questions No. 1** and/or **3**, please provide the required trip data according to the format provided in **Annex A-2** hereto.
5. Please provide details of any measures that the Applicant has taken to guide users on proper parking behaviour for the shared mobility service(s) as answered under **Questions No. 1** and/or **3**.
6. Please provide details of any third party insurance plans purchased by the Applicant to ensure sufficient compensation for injuries that occurred during accidents for the shared mobility service(s) operated as answered under **Questions No. 1** and/or **3**. Please include details of the insurance company, the insurance premium, coverage value, as well as any claims made on the insurance for any such accidents.
7. Does the Applicant have any past local and/or overseas experience in a transport-related industry?  Yes /  No  
If **Yes**, please provide details of such experience (including any projects in relation thereto).
8. Does the Applicant have any past local and/or overseas experience in redistribution systems?  Yes /  No  
If **Yes**, please provide details of such experience (including any projects in relation thereto).

### Part III – Innovation

1. A detailed description of innovative measures that the Applicant has employed, will be employing and/or may employ to fulfil the Key Licensing Requirements set out in **Annex A-1** hereto such as managing indiscriminate parking of bicycles and ensure the efficient use of bicycles deployed and promote public usage.

### Part IV – Implementation Plan

(You may provide screenshots/workflows or documents in any other medium as supporting documents, to illustrate the information requested)

1. A detailed description of the model, design, construction and build of the bicycle (including the device, weight and width) that is to be used in the shared mobility service.
2. A detailed plan describing the IT systems, processes and technology that the Applicant will employ in order to provide the following anonymised data according to the format required by LTA (i.e. WGS84/ SVY21) through secured electronic means:
  - a) Location of all unhired bicycles, in intervals of up to 2 hours, at least once on a weekly basis;
  - b) Trip start and end-time of all hired bicycles, not more than 5 minutes from the start of hiring and the end of hiring, at least once on a weekly basis; and
  - c) Trip route data: location of hired bicycles at intervals of at least 30 seconds, at least once on a weekly basis.
3. A detailed description of the Applicant's mobile application, rental process and plan to incorporate static QR-code geofencing technology to perform the following:
  - a) Display designated parking zones; and
  - b) Educate and ensure that users park the bicycles at designated parking zones only.

**Please include mock-up screen shots of the Applicant's mobile application.**
4. A detailed plan including the rationale, approach and line-up of initiatives on how the Applicant will educate users of the shared mobility service on proper parking behaviour and safe riding to prevent accidents.

### Part V – Operations & Resources

1. A detailed plan describing the resources, processes and systems that the Applicant intends to deploy to redistribute the bicycles to minimise indiscriminate parking and maximise utilisation rate.
2. A detailed plan describing the resources, type of feedback channels, processes and systems that the Applicant intends to deploy to address public feedback.
3. An exit plan detailing timelines and resources for the removal and/or disposal of bicycles, refunds of any pre-payments, and/or subscription plans by users, secure disposal of personal data collected from consumers as well as resolution of customer claims and complaints in the event that the Licence is surrendered, or if the Licence has been cancelled.

**\*Only for applicants which had previously held a Bicycle-Sharing Regulatory Sandbox Licence/Bicycle-Sharing Licence granted by LTA**

**Section C2 – Application Documents**

(Please ensure that all information and supporting documents for this section are attached and clearly labelled in accordance with the requirements herein)

**Part I - Details and Management of Business**

1. Business profile of the Applicant<sup>7</sup>

**Where the Applicant is a Corporation**

- a) Place and Date of Incorporation;
- b) Address, contact number and other relevant particulars of Incorporation;
- c) Substantial shareholders and their shareholding;
- d) Principal business (to provide details in the table below);

Principal Business:

S/N	Activities	Description

- e) Corporation(s) in which the applicant has a substantial shareholding, and the holding company of the applicant, if applicable;
- f) Whether the Applicant has issued shares which are listed on a securities exchange established in or outside Singapore?  
 Yes /  No

**Where the Applicant is not a Corporation (i.e. sole proprietor, partnership, limited liability partnership or unincorporated association)]**

- a) Place of formation and other relevant particulars of formation;
- b) Principal business (to provide details in the table below);

Principal Business:

S/N	Activities	Description

<sup>7</sup> Pursuant to regulation 6 of the Shared Mobility Enterprises (Control and Licensing) Regulations 2020. Please provide documents and other evidence of the information provided under Part I paragraph 1 where applicable




2. Details of Officer(s)<sup>8</sup>/Authorised Representative(s) (to provide details in the Annex A-4).
3. The Applicant's latest organisation chart (accurate as of the date of submission of this Application Form) stating the owner(s) of the Applicant, the key personnel of the management team and the areas they will be overseeing in respect of this Licence application for the Applicant, including but not limited to the areas they will be overseeing for this application for the grant of a Licence.
4. Proposed pricing for shared mobility services, including subscription plans, if any. Please note that licensees shall not be allowed to collect user deposits.

**Part II - Track Record**

(Please respond to the following questions and provide the requested information, including any supporting documents where applicable)

1. Please provide details of the service, including information on the number of deployed devices, deployment locations, service period, utilisation rate and any past accidents or incidents associated with the deployment of the shared devices (including the relevant service period during which such accidents or incidents occurred) and any measures that the Applicant has taken to guide users on proper parking behaviour for the shared mobility service(s). Please provide the required trip data according to the format provided in **Annex A-2** hereto.
2. If no devices were deployed during the licence period, please provide reasons for inability to do so and steps taken to rectify this issue.
3. Please detail how you managed the exit from the Singapore market, including the time period in which you removed the bicycles from the streets and how you managed/handled refunds from customers (if applicable).
4. Please provide details of any third party insurance plans purchased by the Applicant to ensure sufficient compensation for injuries that occurred during accidents for the shared mobility service(s) operated as answered under **Questions No. 1** and/or **3**. Please include details of the insurance company, the insurance premium coverage value, as well as any claims made on the insurance for any such accidents.

**Part III – Innovation**

**LTA will only favourably consider innovative measures that are substantially different from the measures submitted in the previous sandbox licence application.**

1. A detailed description of innovative measures that the Applicant has employed, will be employing and/or may employ to fulfil the Key Licensing Requirements set out in **Annex A-1** hereto such as managing indiscriminate parking of bicycles and ensure the efficient use of bicycles deployed and promote public usage.

**Part IV – Implementation Plan**

(You may provide screenshots/ workflows or documents in any other medium as supporting documents, to illustrate the information requested)

1. A detailed description of the model, design, construction and build of the bicycle (including the device, weight and width) that is to be used in the shared mobility service.
2. Screen-recordings of the mobile application (Beta version is acceptable) showing the end-of-hire process that has incorporated the QR-code geofencing technology, based on the requirements stipulated in paragraph 10 of the Key Licensing Requirements set out in **Annex A-1** hereto.

<sup>8</sup> "Officer" has the meaning ascribed to it by section 2(1) of the Act.

3. A detailed plan describing the IT systems, processes and technology that the Applicant will employ in order to provide the following anonymised data according to the format required by LTA (i.e.WGS84/ SVY21) through secured electronic means:
  - a) Location of all unhired bicycles, in intervals of up to 2 hours, at least once on a weekly basis;
  - b) Trip start and end-time of all hired bicycles, not more than 5 minutes from the start of hiring and the end of hiring, at least once on a weekly basis; and
  - c) Trip route data: location of hired bicycles at intervals of at least 30 seconds, at least once on a weekly basis.
4. If problems were faced in the transmission of data referred to in paragraph 3 above to LTA during the provision of the service previously, please elaborate on the nature of such problems and how these problems have been/will be addressed, if similar problems arise when the Licence which is the subject of this application, is granted by LTA.
5. A detailed fleet deployment plan and schedule, if the Applicant is granted the Licence, including timeline for manufacturing, shipment and subsequent deployment of the bicycles, areas for deployment and deployment phases. Please factor in the time needed to obtain the relevant clearances for component parts e.g. batteries.
6. An exit plan detailing timelines and resources for removal and/or disposal of bicycles, refunds of any pre-payments and/or subscription plans by users, secure disposal of personal data collected from consumers as well as resolution of customer claims or complaints in the event that the Licence is surrendered, or if the Licence has been cancelled.

#### Part V – Operations & Resources

1. A detailed plan describing how the Applicant will **improve** on the resources, processes, systems that were utilised to address and respond to indiscriminate parking and to maximise utilisation rate.
2. Please provide documentary proof showing that the bicycles which will be used for the shared mobility services are either in Singapore, or due for arrival in Singapore (such as by submitting the relevant shipment receipts).

#### Section D - Submission of Other Documents

(Please ensure that the following list of documents are submitted together with the completed and signed Application Form)

1. A non-refundable application fee of Singapore Dollars S\$1,500.
2. Director's Resolution / Power of Attorney authorising the Authorised Representative<sup>9</sup> to submit this application and to represent the Applicant in all matters relating to this application and the Licence (Please refer to **Annex A-3** hereto for a specimen of an acceptable Resolution).
3. Copy of the Memorandum and Articles of Association, Constitution and/or such other document(s) (as applicable) relating to the formation of the Applicant as LTA may require/allow in writing.
4. Copy of the Applicant's Certificate of Incorporation or Registration issued by the Accounting and Corporate Regulatory Authority (ACRA), where applicable. Applicants not registered with ACRA but with other certification bodies shall provide the relevant registration certificate and/or such other evidence relating to the formation/registration of the Applicant as LTA may require/allow in writing.
5. Copy of the relevant ownership documents, including documents lodged with/issued by ACRA (or equivalent authority in relevant jurisdiction) showing the details of ownership of the Applicant (for example, shareholder structure, names and addresses of shareholders and the composition of board of directors). This includes a copy of a recent ACRA business profile search record of the Applicant that was generated not earlier than one (1) month prior to the date of submission of this Application Form.

<sup>9</sup> "Authorised Representative" shall also be the Applicant's representative for the purposes of the Act, and shall accordingly have the meaning ascribed to "representative" under section 2(1) of the Act.

6. The Applicant's audited financial statements (with signed auditors' report and notes to the financial statements) for the latest three (3) financial years. If the Applicant's audited financial statements for the latest financial year are not available at the time of submission of this Application Form, the Applicant shall provide the unaudited financial statements with notes to the financial statements (including Statement of Financial Position, Statement of Income, Statement of Changes in Equity and Statement of Cash Flows) and advise on the date of availability of the audited financial statements, which are to be provided to LTA as soon as they become available. Consolidated financial statements shall be provided to LTA if available.
7. If the Applicant's latest financial year end is before the last day of the current calendar year (i.e. 31 December), the Applicant shall provide the unaudited financial statements with notes to the financial statements (including Statement of Financial Position, Statement of Income, Statement of Changes in Equity and Statement of Cash Flows) for the period from the beginning of the current financial year to the last day of the current calendar year (i.e. 31 December). Consolidated financial statements shall be provided to LTA if available.
8. The Applicant shall also provide its latest Statement of Financial Position, which should indicate whether the Applicant has a positive net worth or otherwise. Positive net worth is defined as the total value of assets in excess of the total value of liabilities.

### Section E – Declaration

As the Applicant's Authorised Representative, I am authorised to make the following declarations on the Applicant's behalf.

By signing on this Application Form, I \_\_\_\_\_(Name), NRIC/Passport No/FIN: \_\_\_\_\_, on behalf of the Applicant:

1. declare and confirm that the information provided in this Application Form (including **Annexes A-1, A-2, A-3 and A-4** hereto) and any supporting documents submitted to LTA, are true, accurate and complete to the best of my and the Applicant's knowledge and belief;
2. understand and acknowledge that LTA may request for further information and documents in connection with this Application Form (including **Annexes A-1, A-2, A-3 and A-4** hereto), and declare that any such further information and documents subsequently provided shall, to the best of my and the Applicant's knowledge, be true, accurate and complete;
3. undertake to promptly update LTA and seek LTA's written approval, should there be any change in circumstances or new developments affecting the accuracy of the information provided in this Application Form (including **Annexes A-1, A-2, A-3 and A-4** hereto) and any supporting documents submitted to LTA;
4. declare that I have read through all of the information stated in this Application Form (including **Annexes A-1, A-2, A-3 and A-4**), and that the Applicant that I represent has the ability to comply with all of the following:
  - (a) The requirements set out in this Application Form and **Annexes A-1, A-2, A-3 and A-4** hereto;
  - (b) The statutory requirements in relation to shared mobility services under the Act and the relevant regulations; and
  - (c) All of the terms and conditions of the Licence granted by LTA, and all Standards of Performance applicable to the Applicant,
 and agree to comply with all of the aforesaid requirements;
5. declare that the Applicant that I represent and its owners/shareholders/directors have no involvement in any fraudulent activities whatsoever;
6. declare that the bicycles to be used for the Applicant's shared mobility service and which form the subject of this application comply with all applicable laws; and
7. understand and acknowledge that it is an offence under section 10(6) of the Shared Mobility Enterprises (Control and Licensing) Act for me and/or the Applicant to provide, or cause or permit to be provided any document or information in

connection with this application which is false in a material particular, and me and/or the Applicant know or ought reasonably to know, or is reckless as to whether, such document or information so provided is false or misleading in a material particular.

\_\_\_\_\_  
Signature of Authorised Representative

\_\_\_\_\_  
Company Stamp

Name: \_\_\_\_\_

NRIC/Passport No/FIN: \_\_\_\_\_

Date: \_\_\_\_\_

## Type 2 Bicycle Licence

To encourage innovation in the industry and to enable new players to pilot a small-scale bicycle-sharing system, new entrants, which at the time of application are not currently holding a bicycle-sharing licence issued by the Authority, may apply for a Type 2 Bicycle Licence to provide a shared mobility service using bicycles. The Licence period will be around 12 months. Prior to the expiry of the Licence, licensees may apply for a Type 1 Bicycle Licence.

The performance of the licensees will be taken into consideration amongst other factors when LTA evaluates their application for a Type 1 Bicycle Licence. Licensees that are not granted a Type 1 Bicycle Licence and/or fail to submit an application for a Type 1 Bicycle Licence will be required to cease operations upon the expiry of their Licence.

## IMPORTANT

Please also note that the Authority shall put on hold any evaluation pertaining to any application for a Licence if the Applicant is currently under investigations or have any pending court proceedings in relation to any suspected contravention of any provision under the Shared Mobility Enterprises (Control and Licensing) Act and the relevant regulations. If any such suspected contraventions take place during LTA's evaluation process, LTA shall put on hold the application until the conclusion of investigations and/or court proceedings.

## Notes to Applicant

1. If any information provided by you is of a confidential or commercially sensitive nature, you are required to identify such information in a separate document by clearly marking the relevant sections which are considered confidential or commercially sensitive, and provide reasons why the information is considered to be so.
2. LTA reserves the right to review and/or modify the Key Licensing Requirements set out in this **Annex A-1** and/or the Standards of Performance applicable to the Applicant as and when it deems appropriate.
3. Shared mobility services are governed by the Act and the relevant regulations made thereunder. You shall ensure that you are able to comply with all the requirements stated herein and any relevant obligations under the Act and the relevant regulations, before submitting this Application Form.
4. In assessing your application, the Authority will consider, amongst other factors, your ability to manage the bicycle-sharing fleet, attain a good bicycle utilisation rate, implement the QR-code geofencing technology and minimise indiscriminate parking.
5. Upon LTA's in-principle approval of the Licence, you shall pay a Licence fee calculated at the rate of Singapore Dollars S\$6 per bicycle per year (based on the maximum number of bicycles allowed to be used in the shared mobility service) for each year of Licence validity. The Licence fee for the period of the Licence is required to be paid upfront and in full before the Licence is granted by LTA.

## Key Licensing Requirements

The following list of requirements is just an indication of the requirements intended to be imposed by LTA, and may change from time to time. Such requirements as stated in this **Annex A-1** are not intended to be exhaustive. Applicants which are granted a Licence (hereinafter referred to as “**Licensee**”) will be informed of the full list of requirements to be complied with and shall refer to the requirements set out in the respective Licences issued to them, which the Authority may modify from time to time in its sole and absolute discretion.

1. The Licensee shall provide to the Authority the following anonymised data according to the format required by the Authority (i.e. WGS84/ SVY21) through secured electronic means:
  - a) Location of all unhired bicycles, in intervals of up to 2 hours, at least once on a weekly basis;
  - b) Trip start and end-time of all hired bicycles, not more than 5 minutes from the start of hiring and the end of hiring, at least once on a weekly basis; and
  - c) Trip route data: location of hired bicycles at intervals of at least 30 seconds, at least once on a weekly basis.
2. The Licensee shall require its users to minimally register with their mobile number, but may request for other details such as date of birth and email address.
3. The Licensee shall not collect a deposit from hirers of bicycles used in the provision of the shared mobility service by the Licensee.
4. The Licensee shall comply with all relevant obligations imposed on the Licensee under the Personal Data Protection Act 2012 (PDPA) and adopt robust security measures to safeguard users’ personal data.
5. The Licensee shall not deploy a fleet size that exceeds the maximum allowable fleet size stipulated in the Licence.
6. The Licensee shall not deploy a fleet size that is below the minimum allowable fleet size stipulated in the Licence
7. The Licensee shall remove indiscriminately parked bicycles within the time period stipulated by the Authority, and in the manner which the Authority may designate.
8. The Licensee shall affix each bicycle used in the shared mobility service with a sticker bearing a unique identification number issued by the Authority.
9. All bicycles used in the shared mobility service shall be equipped with a working location tracking device.
10. The Licensee shall comply with the geo-fencing standards set by the Authority. In particular, Licensee shall adopt the “end of hiring” process provided by the Authority and incorporate QR code geo-fencing. This includes:
  - a) Requiring users to scan a QR code at a public bicycle parking location before ending the trip;
  - b) Validating the location of the scanned QR code with the location of the bicycle at the end of hiring;

- c) Requiring users to report that the QR code at the public bicycle parking location is damaged / missing and to submit a photo for verification by the Licensee; and
  - d) Allowing users a grace period to unlock the bicycle and park again.
11. The Licensee shall charge users an additional fee of \$5 for each instance of improper parking in public places.
  12. The Licensees shall provide an appeal process for users who have been charged the additional hire fee.
  13. The Licensee shall inform the Authority in writing when users report that the QR code is damaged / missing (after verification by the Licensee that the users' report to the Licensee is valid).
  14. All bicycles offered by the Licensee to be used for hire in public places shall be compliant with all applicable Singapore laws, including the requirements under Road Traffic (Bicycles – Construction and Use) Rules 2018 and the Active Mobility Regulations 2018.

## Trip Data for Shared Mobility Service

### A. Existing and/or past shared mobility service(s) in Singapore (including vehicle-sharing services under the Parking Places Act or Shared Mobility Enterprises (Control & Licensing) Act)

Please fill in **Table A** and all blanks below. Please note that all fields in **Table A** are mandatory.

Data shown in **Table A** is from \_\_\_\_\_ (month and year in which the service started) until \_\_\_\_\_ (month and year of application).

TABLE A				
S/No	Month	Total no. of trips in a month	Average no. of devices (bicycles) deployed for hire in a day for this month	Average no. of trips per device per day
1	e.g. October 2018			
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

*\*Please include additional tables for each device type.*



**B. Existing and/or past shared mobility service(s) overseas**

Please fill in **Table B** and all blanks below. Please note that all fields in **Table B** are mandatory.

Data shown in **Table B** is from \_\_\_\_\_ (month and year in which the service started) till \_\_\_\_\_ (month and year of application) for shared mobility service(s) operated in \_\_\_\_\_ (please indicate country/city).

<b>TABLE B</b>				
<b>S/No</b>	<b>Month</b>	<b>Total no. of trips in a month</b>	<b>Average no. of devices (bicycles) deployed for hire in a day for this month</b>	<b>Average no. of trips per device per day</b>
1	e.g. October 2018			
2				
3				
4				
5				
6				
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*\*Please include additional tables for each device type, and if there are overseas operations of shared mobility services in more than one city*

## Director's Resolution / Power of Attorney

The Applicant's Authorised Representative is required by the Authority to provide a Director's Resolution / Power of Attorney to show that he / she has been duly authorised by the company to submit this Application Form to the Authority.

A Directors' Resolution in accordance with the Memorandum and Articles of Association (or other formation document) shall be provided, clearly authorising a named person or persons to sign and/or execute the Application Form, any amendments thereto and all other documents related to the application for the grant of the Licence, the Licence, and any amendments thereto. A specimen of an acceptable Resolution would read as follows:

The company could nominate up to two (2) authorised persons, and at least one (1) of them shall be a Singaporean or Singapore Permanent Resident who is permanently residing in Singapore.

"Resolved :

That \_\_\_\_\_ (NAME) and \_\_\_\_\_ (NAME) (delete, if not applicable) or failing him/ them \_\_\_\_\_ (NAME) be and is/ are hereby authorised to submit and sign and/or execute the Application Form to the Land Transport Authority of Singapore, any amendments thereto, and all documents relating to the application for the Company to be granted a licence to provide a shared mobility service in Singapore. If the Company is awarded a licence by LTA, the authorised person/(s) shall also be responsible to receive and respond to all communications from LTA for all matters relating to the licence on behalf of the Company, for the duration of the licence. This authorisation shall be effective from and including [to insert the earliest date of submission of the application for the licence]."

The resolution shall be certified by the Company Secretary. For a company not incorporated in Singapore, the resolution shall be notarised by a Notary Public and certified by the Singapore Embassy in the country of incorporation.

ALTERNATIVELY, a Power of Attorney executed in accordance with the Memorandum and Articles of Association (or other formation document) notarised by a Notary Public and certified by the Singapore Embassy in the country of incorporation (if not so notarised in Singapore) may be submitted to LTA. It may be specific to this application or a general one. A general Power of Attorney should contain the following or similar clause:

"authority to submit and sign on behalf of the Entity, the Application Form and related documents and any amendments thereto and all documents related to the application for the Entity to be granted a licence to provide a shared mobility service in Singapore, to the Land Transport Authority of Singapore. If the Entity is awarded a licence by LTA, the authorised person/(s) shall also be responsible to receive and respond to all communications from LTA for all matters relating to the licence on behalf of the Entity, for the duration of the licence. This authorisation shall be effective from and including [to insert the earliest date of submission of the application for the licence]."

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Signed by:

Date:

*Note:*

- 1. Applicants are required to provide specimen signatures of authorised signatories.*
- 2. Applicants should note that persons who are authorised by resolution or Power of Attorney do not have the power to delegate their authority unless specifically empowered to do so.*

## Details of Officer(s)/Authorised Representative(s)

S/N	Name	Residential Address	Contact number	Is Officer an Authorised Representative (authorised by Applicant's constitutive documents or directors' resolutions, or otherwise)? (Please indicate Yes/No)	Highest educational qualification attained	Description of prior experience in matters connected with dockless bicycle sharing services (if any)	Previous employer(s) of Officer which operated/is operating/are operating shared mobility services in Singapore and relevant period(s) (if any)	Has Officer or his/her previous employer(s) committed prior offence(s) under the Act, Parking Places Act, Active Mobility Act or Street Works Act, and all relevant regulations thereof? (Please indicate Yes/ No)


## Payment Methods and Instructions for Bicycle Sharing Licence Application

### Payment by PayNow

Please see instructions and details below:

1. Please make payment to LTA PayNow UEN ID **T08GB0027DLTA** and follow the instructions below to state the LTA reference no.

**[Important!]** please quote the LTA reference no: **[Initials of Company Name], DSLLF** so that we can identify the purpose and source of payment quickly from the bank for each transaction.

2. Once payment has been made, please send an email to both **LTA\_Receipting@lta.gov.sg** and **DS\_Regulation@lta.gov.sg** to confirm that full payment has been made, quote the LTA reference no. and provide your registered mailing address.

### Payment by Funds Transfer

Please see instructions and details below:

1. Please make payment to the following LTA's Account Number listed below.

**[Important!]** please quote the reference no: **[Initials of Company Name], DSLLF** so that we can identify the purpose and source of payment quickly from the bank statement.

Account Name	Account Number	Bank and Address	SWIFT code
LAND TRANSPORT AUTHORITY	015-018272-5 (SGD)  Bank Code: 7171  Branch Code: 015	DBS Bank Ltd  301 Upper Thomson Road  Singapore 574408	DBSSSGSG

2. We would encourage your company to work out an arrangement with your bank to allow for the transfer of the full fee within one transaction. For your information, there is a transaction limit of SGD 200,000.00 per transfer by Fast and Secure Transfers (FAST) system. Should you need to make multiple transfers in order to pay the full fee, please do so on the same day and quote the same reference no: **[Initials of Company Name], DSLLF**

3. Once payment has been made, please send an email to **LTA\_Receipting@lta.gov.sg** and **DS\_regulation@lta.gov.sg** to confirm that full payment has been made and quote the reference no i.e. **[Initials of Company Name], DSLLF**