

**The Republic of the Union of Myanmar**  
**Ministry of Transport and Communications**  
**Road Transport Administration Department (Head Office)**  
**Nay Pyi Taw**

**“Office Order No. Enterprise – 38/2015”**

**Subject Matter: Establishing Procedures for Issuing International Operator License**

1. As the Road Transport Administration Department of the Ministry of Transport and Communications is operating interregional and cross-border transport of goods and people, it establishes the following procedures to be in accordance with the agreements made by Contracting Parties, to apply the same procedures at all region, state, district and township level offices and to be familiar with the procedures for issuing the International Operator License:

- (a) Applying;
- (b) Examining the Application Forms;
- (c) Selection;
- (d) Vehicle Inspection;
- (e) Issuing the Driving License and Conductor License with the Chip Smart Card;
- (f) Issuing the International Operator License;
- (g) Amending Conditions mentioned in the License;
- (h) Getting the Road Transport Permit.

**Applying**

2. The following offices shall accept and examine application forms for transport operation:

- (a) Department (Head Office);

- (b) The Road Transport Administration Department of Region/ State Offices (Operation License, Transport Coordination and Supervision Division);
  - (c) The Road Transport Administration Department of District/Township Offices (Operation License, Transport Coordination and Supervision Division).
3. Offices which receive the application forms shall proceed as follows:
- (a) Road Transport Administration Departments of District and Township Offices (Operation License, Transport Coordination and Supervision Division) shall examine the application forms whether the facts and documents mentioned in paragraph 4 are included in and attached to the application forms. Then they shall submit the application forms to the Road Transport Administration Department of Region/ State Offices (Operation License, Transport Coordination and Supervision Division).
  - (b) The Road Transport Administration Department of Region/ State Offices (Operation License, Transport Coordination and Supervision Division) shall examine the application forms which are submitted to them, as well as by District or Township Offices whether the facts and documents mentioned in paragraph 4 are included in and attached to the application forms. Then they shall submit the application forms to the Department of the Head Office.
  - (c) The Department of the Head Office shall examine application forms which are directly submitted to it, as well as the application forms submitted by Region/ State Offices (Operation License, Transport Coordination and Supervision Division) whether the facts and documents mentioned in paragraph 4 are included in and attached to the application forms.

### **Examining the Application Forms**

4. The Head Office, Region/ State Offices, and District/ Township Offices shall examine the application forms whether the following facts and documents are included in and attached to the application forms:

- (a) The following facts and documents shall be included in and attached to the application forms submitted by operators:
  - i. substantial ownership and management of citizens;
  - ii. the recommendation of police officer concerned for criminal record clearance and the recommendation that they have not been prohibited from doing transport operation, for the purpose of reliability;
  - iii. evaluating factors for the professional competence (current condition of transport operation);
  - iv. evidences for financial solvency and possession (bank book, bank balance sheet, assets);
  - v. insurances;
- (b) Related data of vehicles which will be used in transport operation;
- (c) Preferred transport operation type (goods transport or passenger transport or goods and passenger transport);
- (d) With regard to basic eligibility of applicant's operators specified in GMS - CBTA, the offices shall carry out in accordance with the conditions specifically issued under letter number, kala (Napata) 860/2015/367 "order number, enterprise: 37/2015."

### **Selection**

- 5. The Department of the Head Office (Operation License, Transport Coordination and Supervision Division) shall carry out following functions:
  - (a) The Operation License, Transport Coordination and Supervision Division shall examine facts, documents, competencies of applicants, and related data of vehicles submitted by operators, and submit them to the Department.

- (b) The Department shall examine them and give approval to the operators who have met the specified criteria.
- (c) The Department shall inform each approved operator who meets the specified criteria to inspect their valid licensed vehicles whether they meet specified standards and sent the list of such vehicles to the vehicle Inspection Department (Head Office).

### **Vehicles Inspection**

- 6. Vehicle inspection departments shall carry out the following functions:
  - (a) The departments shall inform the vehicle inspection offices in advance to conduct inspection of vehicles.
  - (b) The vehicles mentioned in application forms shall be inspected through vehicle testing equipment in Nay Pyi Taw, Ywar Thar Gyi, Mandalay, Maw La Myaing Offices and other offices which will be specified later.
  - (c) Inspection records of the standard vehicles shall be sent to the vehicle owners and the Head Office (Vehicle Inspection Department and Operation License, Transport Coordination and Supervision Division).

### **Issuing Chip Smart Card Driving Licenses and Conductor License**

- 7. An application shall be accompanied by the following:
  - (a) Valid "Nga" Driving License and Conductor License (original and copy);
  - (b) 2 photos;
  - (c) Recommendation of the company owner who holds the Operator License.

### **Issuing International Operator License**

- 8. The following information and documents shall be completed and attached to an application:
  - (a) Name and Address of the Applicant;

- (b) Citizenship scrutiny Card;
- (c) Valid Company Registration Document, if it is a company;
- (d) Name of the Vehicle Team;
- (e) Data related to the Vehicle:
  - i. Valid Vehicle Registration Book;
  - ii. Valid Vehicle Registration Certificate;
  - iii. Copy of Valid Vehicle Operation License;
  - iv. Vehicle Inspection report/ result;
  - v. Evidence of Comprehensive Insurance (Copy).
- (f) If the application is applied by any representative, the Power of Attorney must be included.

### **Term of the License**

9. The one-year term of the International Operator license must correspond to the calendar year and its expiry date must be 31<sup>st</sup> December.

### **Collecting Fees for International Operator License**

10. Annual fees shall be collected as the following rates:

No.	Number of Vehicles supervised by a License Holder	Fees for one-year (Kyats)
1	Up to 10 Vehicles	100000
2	From 11 to 20 Vehicles	200000
3	Above 21 Vehicles	300000

11. Apart from collecting annual fees, other registration fees specified by the department shall be collected.

12. Collected fees shall be listed under the following headings:
  - (a) Annual fees and registration fees shall be listed under the heading 6-4: Operation License Fee.
  - (b) With regard to the application of Operation License, the collected fees for the following matters shall be listed under the heading 2-01: Other Income:
    - (a) Part (1);
    - (b) Part (2);
    - (c) Sticker;
    - (d) Form and document.
  - (c) In making changes, the collected fees for the following matters shall be listed under the heading 18: Income from Operation License:
    - (1) Vehicle Substitution;
    - (2) Changing the Type of Vehicle;
    - (3) Changing the Name of Operator;
    - (4) Increasing the Number of Vehicles;
    - (5) Desire not to continue the Operation.

### **Types of License to be Issued**

13. The International Operator License must be issued separately as the following types:
  - (a) Cargo Transport Operation License;
  - (b) Passengers Transport Operation License (Scheduled);
  - (c) Passengers Transport Operation License (Non-Scheduled).

### **Amending Conditions contained in License**

14. If the operators who have obtained International Operator License desire to amend the following conditions contained in the license, they shall apply to the Department (Head Office):

- (a) Vehicle Substitution;
- (b) Changing the Type of Vehicle;
- (c) Changing the Name of Operator;
- (d) Increasing the Number of Vehicles;
- (e) Desire not to continue the Operation.

### **Reapplying for Operator License**

15. If the operators who desire to continue the operation, they shall reapply a new license within 30 days in advance before the expiry of the term of the current license.

16. If the operators who desire to continue the operation after the expiry of the term of valid International Operator License, they shall reapply in accordance with these procedures.

### **Specifying the License Number**

17. In issuing the International Operator License, the license number shall be specified as follows:

International Operator License	Approval License Types	Number	Year of Issuing Operation License
IOL (MYA)	/Cargo	/0001	/2015
IOL (MYA)	/P (Scheduled)	/0001	/2015
IOL (MYA)	/P (Non-Scheduled)	/0001	/2015

18. The Department shall specify the operation license number according to the calendar year.

**Applying for Road Transport Permit**

- 19. The operator who has obtained International Operator License shall apply for Road Transport Permit to the National Transport Facilitation Committee (NTFC).
- 20. Reply letter is required to ensure that this Office Order is received and understood.

Chit Ko Ko  
Director General

- 1. All Branches of Head Office.
- 2. Head of Department  
Road Transport Administration Department  
Nay Pyi Taw/ Region/ State/ Branch of Region/ Branch of State/ Attached State Office/ District Office.....Township.
- 3. Head of Department  
Road Transport Administration Department  
Operator License, Transport Coordination and Supervisory Division  
Nay Pyi Taw/ Region/ State/ Attached  
State Office/ District Office/ Township Office.....Township.

**Copy:**

- (1) Director General's Office.
- (2) Deputy Director General (Admin/ Operation).
- (3) Director (Admin, Vehicle Registration, Driving License, Finance, Computer, Operator License, Transport Coordination and Supervisory).
- (4) Chief Engineer.



- (5) Deputy Director and all Officials on the same level.
- (6) Assistant Director and all Officials on the same level.
- (7) Office Order file.
- (8) Combination file/ Office copy.
- (9) Floated file/ Interdepartmental Circular Letter.