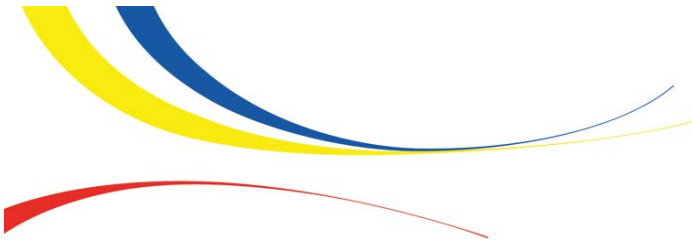
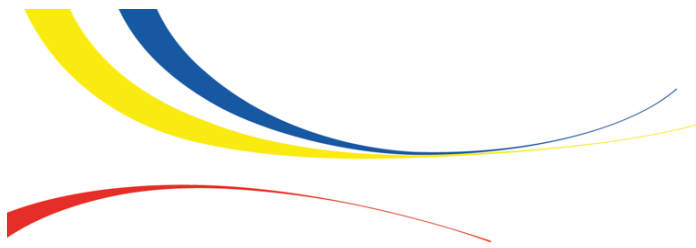


**Implementing Guidelines for ASEAN Framework Agreement on the
Facilitation of Cross Border Transport of Passengers by Road
Vehicles (CBTP):
Procedures Manual for ASEAN Transport Officials version
29 April 2019**





Implementing Guidelines for ASEAN Framework Agreement on the Facilitation of Cross Border Transport of Passengers by Road Vehicles (CBTP): Procedures Manual for ASEAN Transport Officials version 29 April 2019

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Preface

The purpose of this Implementing Guidelines is to provide guidance and procedures for Transport Officials of ASEAN Member States (AMS) to support the implementation and operation of the ASEAN Framework Agreement on the Facilitation of Cross Border Transport of Passengers by Road Vehicles (CBTP).

This Implementing Guidelines has been developed for ASEAN Transport Officials to enable uniform interpretation and application and to serve both as an operational instrument and training tool. Its main objective is for member states to have a common understanding on the procedures to operationalize CBTP.

It is suggested that for initial operationalization of the CBTP, a pilot point-to-point operation is to be recommended. Since this will involve only 2 or 3 member states, implementation should be easier.

These Implementing Guidelines are non-binding and should be used for reference purpose only.

1. Introduction

1.1 ASEAN Leaders' decision to create an ASEAN Economic Community (AEC) is intended to introduce free flow of goods, services, investment and skilled labour in the ASEAN region. For the AEC to take root, the establishment of a fully harmonised Cross Border Transport of Passenger by Road Vehicles (CBTP) is of priority.

1.2 The ASEAN Framework Agreement on the Facilitation of Cross Border Transport of Passenger by Road Vehicles (CBTP-Singapore) is the core instrument for the realization of these objectives. This instrument sets out generic standards to be put into place for the implementation of a cross border transport of passenger system by road vehicle in ASEAN.

1.3 The practical objective of the CBTP is promote the movement of passengers, promote tourism, boost the economy through investment and trade and cultural partnership between ASEAN Countries.

1.4 This document is intended as guidelines for the ASEAN Member States to implement the ASEAN CBTP. It is non-binding and detailed implementation at the national-level are at the discretion of each ASEAN Member State.

1.5 This Implementating Guideline is intended to provide guidance and clarification for the ASEAN Member States to have the same common understanding on the procedures and steps required for the operationalisation of ASEAN CBTP.

1.6 When necessary, ASEAN Member States may adjust their relevant national legislation with the contents of these Implementing Guidelines.

1.7 Any ASEAN Member State may propose amendments to the contents of Implementing Guidelines through the ASEAN Transport Facilitation Working Group (TFWG). Those amendments should be agreed by the TFWG.

1.8 For the purpose of clarity, this Implementating Guidelines will be focusing on 11 key CBTP issues namely: (i) the designation of Cross-Border Transport Routes and Points of Entry & Exit; (ii) the Licensing of Transport Operators; (iii) Passenger Vehicle Cross Border Transport Permits; (iv) the Number of Road Vehicles (Passenger Transport Vehicles) Permitted for Passenger Transport Operations; (v) Border Control Procedures; (vi) Customs Control of Personal Effects of Passengers; (vii) Immigration Control of Passengers; (viii) Health Inspection; (ix) Passenger Transport Carrier Liability; (x) Compulsory Third Party Insurance for Road Vehicles; and (xi) Technical Requirements of Road Vehicles.

2. Guiding Principles for CBTP Implementation

2.1 Consistency in crossing borders is a key issue if cross border movement of passenger by road vehicles is to be facilitated. Ad-hoc implementation of relevant laws and regulations can create a confusing environment that will negatively impact the facilitation of cross border movement of passengers. In order to have consistency, it is suggested that all AMS sign and ratify selected transport facilitation conventions as stated in the Economic and Social Commission for Asia and the Pacific (UNESCAP) Resolution 48/11.

2.2 The UNESCAP resolution recommends that the countries in the region, if they have not ready done so, consider the possibility of acceding to the following:

- Convention on Road Traffic of 1968
- Convention on Road Signs and Signals of 1968
- International Transport of Goods under Cover of TIR Carnets (TIR Convention) of 1975
- Customs Convention on the Temporary Importation of Commercial Road Vehicles of 1956
- Customs Convention on Containers of 1972
- International Convention on the Harmonization of Frontier Control of Goods of 1982
- Convention on the Contract for the International Carriage of Goods by Road (CMR) of 1956

2.3 Simplicity is a key facilitation concept. In order to achieve simplicity, it is necessary to reduce administrative documentation and requirements for cross border movement of passenger by road vehicles.

2.4 In order to achieve transparency related to rules and regulations pertaining to cross border movement of passengers by road vehicles, it will be important to develop an ASEAN Transport Facilitation Portal with all the necessary information required. Documents and forms may also be downloaded from the proposed portal.

2.5 In order to achieve efficiency and effective administration of cross border transport, AMS will need to agree on key performance indicators related to cross border movement and **Standard Operating Procedures (SoPs)/Procedural Guides** for cross border movement to be made publicly available. These SoPs would need to be published in the proposed web portal.

3. Designation of Cross-Border Transport Routes and Points of Entry & Exit

3.1 The designated cross-border transport routes and points of entry and exit for passenger transport in ASEAN are set out in Schedule 1 to the ASEAN Framework Agreement on the Facilitation of Cross-Border Transport of Passengers by Road Vehicles. Under this Agreement, each Contracting Party will allow cross border transport of passenger by vehicles to be conducted by other Contracting Party

3.2 These routes and points of entry and exit are permitted for both scheduled and non-scheduled passenger transport services. It is expected that there will be facilities provided for cross border transport of passengers by road vehicles. There should be at least facilities at the land border between Contracting Party. Contracting Party may also consider the establishment of dedicated facilities for the cross border transport of passengers by road vehicles inland in their respective territory.

3.3 Modification and/or expansion of the designated cross-border transport routes, and modification of the points of entry and exit are allowed. Any proposed modification should be with mutual agreement of the immediate neighbouring ASEAN Member State(s) and the amendments should be deposited with the Secretary-General of ASEAN. The amendments should be informed to all ASEAN Member States.

3.4 ASEAN Member States are free to modify and/or expand the designated transport routes within their own countries. This would allow for each ASEAN Member State to consider inputs from their respective local governments on the transport routes that would be preferred to be traversed within their own countries. Any expansion of the designated transport routes should be informed to all ASEAN Member States and ASEAN Secretariat.

3.5 Subject to the agreement of the Host Country and Transit Countries, any ASEAN Member State may request the other ASEAN Member States to allow the road vehicles to operate beyond the designated cross border transport routes, provided that they are destined for and return from a tourist attraction, rest area, food or accommodation. This allowance is intended for non-scheduled passenger transport services only (e.g. tourist bus). The details of the above allowance or extension should be submitted to the Secretary-General of ASEAN. The Secretary-General of ASEAN should thereby notify other ASEAN Member States and such allowance or extension should enter into force on the date of notification.

3.6 For scheduled passenger transport services, the detailed routes and embarkation points/disembarkation points should be mutually agreed upon in writing by the Home Country, the Host Country, and Transit Countries, if any. However, the initial routes should follow the Schedule 1 of the Agreement. The agreed routes and embarkation points/disembarkation points should be informed to other ASEAN Member States and the ASEAN Secretariat.

3.7 Within the Transit Country and Host Country

- a) For scheduled transport service, pick up and drop off is allowed only at designated embarkation/disembarkation points. It is necessary for all Contracting Party to provide the list of their respective designated embarkation/disembarkation points. The mechanism should be based on the determined route and the number of pick-up and drop off points allowed in the territory of the Host Contracting Party. No pick up or drop off will be allowed outside of the designated embarkation/disembarkation points in the territory of the Host Contracting Party. Where operationally feasible the passenger manifest will need to reflect the changes in the name and number of

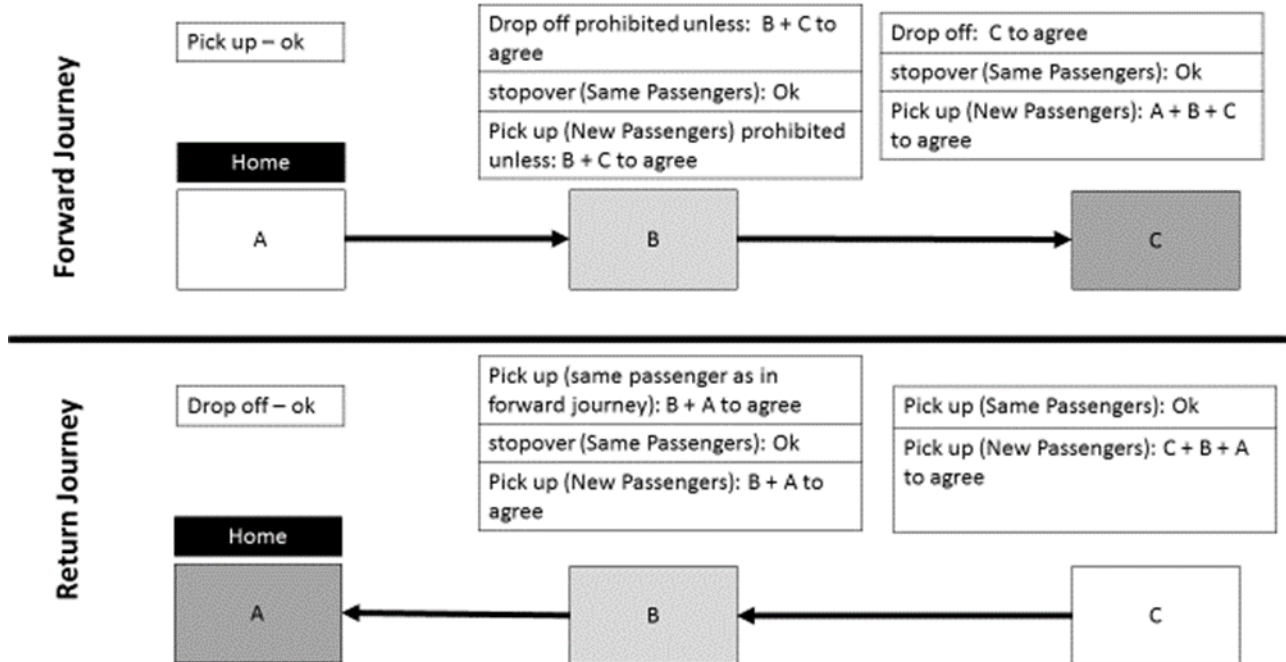
passengers and indicate new passenger pick up and passenger drop off at the designated embarkation/disembarkation points.

- b) For non-scheduled transport service, the principle is not to allow for pick up or drop off passengers within the Transit Country and Host Country, except as otherwise agreed by the Competent Authorities of that Transit Country and the Host Country through the procedures indicated in this Implementing Guideline. The passenger manifest will be used to verify that no unauthorised pick up or drop off has been made in the Transit Country or Host Country. The vehicle itinerary will be used to verify that the passenger vehicle is embarking on the intended journey within the Transit Country or Host Country. Non compliance would be a breach of the CBTP; the Host/Transit Country may exercise its right to deny entry of the infringing vehicle and inform the Home Country of this move accordingly. It is the decision of the Home Country whether or not to suspend the Passenger Vehicle Cross Border Transport Permit. The Grants of Rights for non-scheduled transport service does not need to be reciprocal and can be given unilaterally in the case of non-scheduled transport service by the Host and Transit Contracting Party.

3.8 It is also necessary to support the establishment of **Standard Operating Procedures (SoPs)/Procedural Guides** with clearly defined cycle time for cross border transport of passengers with road vehicles as long as the passengers and road vehicle comply with Host and Transit Country country laws and regulations.

3.9 An illustrative graphic outline summary of the grant of rights is shown below. ASEAN Member States shall decide individually whether these rights should be granted on a trip-by-trip basis or under a blanket approval.

Graphical Summary of Grant of Rights for ASEAN Passenger Cross-Border Vehicles



3.10 For picking up and dropping off within the Transit Country: For a Scheduled Transport Service, a Passenger Transport Vehicle in transit through the territory of the other Contracting Party shall be granted the rights to pick up and drop off passengers at embarkation/disembarkation points, except as otherwise agreed by the Competent Authorities of that Transit Country and the Host Country.

3.11 For a Non-scheduled Transport Service, a Passenger Transport Vehicle in transit through the territory of the other Contracting Party shall be prohibited from picking up and dropping off passengers at any point within the Transit Country, except as otherwise agreed by the Competent Authorities of that Transit Country and the Host Country where the aforementioned passengers will disembark. However, any stopover of passengers within the Transit Country is allowed according to the vehicle itinerary, which shall continue its journey to the Host Country.

3.12 With regard to the mechanism of approval for grant of rights for Passenger Transport vehicles to pick up and drop off passengers in Host and Transit countries, it is recommended that these are agreed between Contracting Parties under the same process whereby modification of Designated Cross Border Transport Routes and Facilities are mutually agreed as per Article 6(2) of the Agreement.

3.13 The mechanism for approval for grant of rights for Passenger Transport vehicles to carry out passenger transport operations and to pick up and drop off passengers in Host and Transit countries will involve a formal exchange of letters and acknowledgement between Contracting Parties. The relevant letter formats are shown in Annex F to these

Implementing Guidelines. These letters and acknowledgements must be copied to the ASEAN Secretariat.

3.14 The process for the request for application and approval for trip by trip basis (for applicable AMS) or under a blanket approval should follow this proposed standard operating procedure. The Transport Operator cannot provide cross border transport of passenger services without formal authorisation from Home Competent Authority. The authorisation is dependent upon approval from Transit and Host Competent Authorities. It is expected that the process should take at least 1 month to complete.¹

Proposed Standard Operating Procedure for Application and Approval

Process	Documentation	Timeline
1. Transport Operator submit application to Home “Competent Authority” with vehicle(s) proposed itinerary, details of drop-off, stopover and pick-up must be included	National application form	1 week
2. Home “Competent Authority” forward request to Transit and Host “Competent Authorities”	Annex F Request for Grant or Rights	1 week
3. Home, Transit and Host “Competent Authorities” acknowledge exchange of letters	Annex F Acknowledgement to Request for Grant of Rights	1 week
4. Home “Competent Authority” deliver authorisation to Transport Operator to provide cross border transport of passenger under approved itinerary	National authorisation form	1 week

3.15 The Transport Operator must comply with all the conditions and restrictions mandated by Home, Transit and Host Competent Authorities. Partial authorisation or other conditions may be decided by each Competent Authority.

¹ Note: Singapore’s preference is not to approve “Grant of Rights” on a Trip-by-Trip basis. Singapore prefers to approach “Grant of Rights” from a blanket approval arrangement, where specific stops within the country are agreed bilaterally/trilaterally. Singapore opines that the operational burden for the approval of “Grant of Rights” on a Trip-by-Trip basis could be overwhelming to the Competent Authority. In addition, such approval arrangements may not be sufficiently flexible to cater to last minute changes required by the Tour Operators, and could be perceived as additional red-tape and “not business friendly”.

4. Licensing of Transport Operators

4.1 This section is to guide the operationalisation of licensing of Transport Operators for passenger transport services entitled to perform the services in accordance with the CBTP Agreement.

4.2 Transport Operators who perform cross border transport operations should fulfil the conditions laid down in these Implementing Guidelines.

4.3 Transport Operators should be licensed by their Home Country to perform cross border transport operations. Transport operators should meet the minimum conditions set out in paragraphs 4.9 (reliability), 4.10 (professional competence) and 4.11 (financial solvency) of these Implementing Guidelines.

4.4 The conditions for transport operators performing non-scheduled services should not be relaxed when compared to those operating scheduled services, subject to national discretion. In particular, for non-scheduled services a lower standard of professional competence should not be accepted.

4.5 This is recommended, as passenger transport vehicles used for non-scheduled services may also be used in scheduled services. However, passenger transport vehicles used for scheduled services should not be used for non-scheduled services.

4.6 The road vehicles to be utilised by the licensed Transport Operators for cross border transport of passengers are to be allocated passenger vehicle cross border transport permits by the competent authorities in each ASEAN Member State as per Article 9 of the CBTP Agreement. The format of the harmonised permit is set out at hereunder in these Implementing Guidelines.

4.7 If the Transport Operator is not a natural but a juridical person or if the owner of the transport enterprise does not fulfil the conditions himself/herself, the person who is in charge of the permanent and effective management of the enterprise must fulfil the conditions with respect to reliability and professional competence.

4.8 A Transport Operator that no longer meets the requirements should be divested of his/her license.

4.9 Reliability: The Transport Operator must not have been:

- a) convicted for serious breaches of relevant laws or regulations of the Home Country;
or
- b) divested from the capacity to exercise the profession of road carrier as a sanction for breach of applicable laws or regulations in the field of road carriage; or
- c) declared bankrupt unless the rights, competency, privileges, or financial solvency of the Transport Operator have been restored or rehabilitated, as appropriate, according to the laws or regulations of the Home Country of the Transport Operator.

4.10 Professional Competence: The Transport Operator ability shall exhibit sound economic management, supply of quality service, fair competition, and safe operation of the transport enterprise. Transport Operators should to be proficient in the following fields:

- a) legal matters relevant to the road transport business (e.g., contracts, carrier liability, company law, accounting law, labour law, tax law);
- b) passenger transport operation management (e.g., cost and price calculation, payment and financing methods, price regulation, insurance, transport intermediaries, management techniques, marketing);
- c) conditions and requirements on access to the market, if any (e.g., access to the profession, transport documents, fair competition/anti-dumping);
- d) technical matters relating to transport operations (e.g., sizes and weights of vehicles, choice of vehicle, maintenance of the vehicle, loading and unloading of the vehicle, carriage of dangerous and perishable goods, principles of environmental protection in road traffic); and
- e) road safety (e.g., rules of the road, traffic accident prevention and mitigation).

4.11 Financial Solvency

- a) The Transport Operator should own sufficient financial means to guarantee the proper functioning and management of the transport operation enterprise.
- b) For the purpose of assessing the Transport Operator's solvency, the following elements may be taken into account: the Transport Operator's balance sheet, assets, bank account credit, capacity to obtain loans, bank guarantees obtained, and liability insurance cover.
- c) The Transport Operator must carry insurance covering the Operator's contractual liability.

14.12. Depending on national requirements, the NTTCC may take into account a broader set of factors beyond that required for licensing a national transport operator, including:

a) Efficiency

- Operators able to deploy the most modern passenger vehicles
- The number of vehicles the operator will seek APVP for
- Capacity to implement technology solutions

b) Security

- Evidence of security compliance
- Use of Supply Chain visibility systems

c) Transport Facilitation

- Demonstrated compliance with Customs, Immigration, Biosecurity/Quarantine procedures

d) Equity

- Size of the business (in order to review the performance of SMEs and to provide equity for smaller businesses and owner/operators)
- Location of the business (regional equity considerations)

e) Sustainability

- Quality of the fleet equipment

- Good performance in managing environmental impacts
- f) Scalability**
- Membership of industry peak bodies
 - Willingness to share their experience

4.13 Mutual Recognition: ASEAN Member States are to recognise the licences issued to Transport Operators of other ASEAN Member States.

4.14 The Transport Operator should take out national insurance policy for passenger liability of the Home, Transit and Host Country against death or bodily injuries arising from road traffic accidents in the Home, Transit and Host Country.

5. ASEAN Passenger Vehicle Cross-Border Transport Permits

5.1 The principle behind Article 9 is to develop common requirements related to the issuance of the cross border transport permit. The objective is to have similar requirements across Contracting Parties so that transport operators in their respective Home Country will be subject to similar requirements. This should enable a level playing field in terms of access to the cross border transport of passenger market.

5.2 The ASEAN Passenger Vehicle Cross Border Transport Permit (APVP) enables Licensed Transport Operators to transport passengers from one country across a second country and into a third country or more with minimum impediment, and without moving passengers from one vehicle to another at border posts. APVP are permitted to start operations in the Home Country of any participating ASEAN Member State, provided the Customs and Immigration conditions at departure are respected. Transporters are however prohibited from picking-up passengers in a Transit/Host Country and dropping-off passengers within the same Transit/Host Country (i.e. cabotage). Transport Operators are also currently prohibited from picking up passengers in one country and depositing them in a neighbouring country.

5.3 Each road vehicle carrying out scheduled or non-scheduled passenger transport operations is to be issued with an ASEAN Passenger Vehicle Cross-Border Transport Permit by the national competent authority, following the format set out below in this clarification section.

5.4 These permits are to be held on all passenger transport vehicles carrying out scheduled or non-scheduled operations across ASEAN borders.

5.5 These permits are to be issued by the competent authorities in each ASEAN Member State, to signify that the passenger vehicle concerned meets the national technical requirements and has been issued with a certificate of conformity or similar inspection certificate.

5.6 The form of application and details required to be submitted by each Transport Operator are to be decided at national level by the competent authorities. The competent authority of the ASEAN Member States will process and issue the Permit to the successful applicant and use its own discretion on the selection criteria of the application. However, the selection criteria should be harmonised as far as possible with the other Contracting Parties.

5.7 The ASEAN Passenger Vehicle Cross-Border Transport Permit is to be held in English on the vehicle concerned, and is to be made available for inspection en route and at borders by national authorities. The Permit will cease to be valid in the event if any of the key fields required for inspection, indicated in Annex C & D and subsequently circulated to all AMS, does not tally with the documents carried by the Permit holder or does not tally with the physical inspections conducted by the relevant authorities. The Transport Operator shall promptly submit accurate and updated information to their Home Country Competent Authority, for subsequent circulation to all AMS to ensure that the key information required for inspection is current at all times.

5.8 A Permit should be valid for a minimum period of one (1) year. The validity of the Permit will expire if the ownership of the passenger transport vehicle to which the permit is issued is changed. In this case the new Transport Operator must apply for a new permit, which will show the name of the new owner.

5.9 Each competent authority may use its own discretion to determine whether a fee is payable in respect of the issuing of a permit. It is recommended that no fee should be charged for the issue of this permit; minimal processing fees may be appropriate.

5.9 The permit should be issued by the competent authority of the ASEAN Member States concerned if the competent authority is satisfied that the applicant has the means and professional expertise to provide regular inter-ASEAN passenger transport services.

5.10 The Permit should be valid for the use of one (1) vehicle. The Permit should be used only by the authorised vehicle to whom it is issued and should not be transferrable.

5.11 The Permit is valid for multiple journeys taken during its validity period using any approved routes as authorised under Schedule 1 of the CBTP Agreement.

5.12 Home countries should notify all other ASEAN member states of the details of ASEAN Passenger Vehicle Cross-Border Transport Permits issued, suspended and revoked. These details should be included in a central portal with adequate database. However, since there is no central portal yet, letters of notification captured in an Excel file can be sent as attached documents by email to the Competent Transport Authorities, who should acknowledge within seven (7) days. Standard formats for the notification letters and Excel files for notification and revocation are shown at annexes A, B, C, D, E and F to these Guidelines as follows:

Annex A – Format of notification letter of new permits issued

Annex B – Format of notification letter of revocation or suspension

Annex C – Excel format for notification of new permits issued

Annex D – Excel format of all valid permits

Annex E – Excel format for notification of revoked or suspended permits

Annex F –Format of notification for requesting and acknowledging the Grant of Rights at the Transit Country and Host Country

5.13 The licensed Transport Operator should not commit any traffic and permit-related offences when it is operating in any ASEAN Member State.

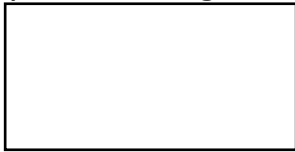
5.14 The licensed Transport Operator must abide by the domestic laws and regulations of ASEAN Member State he operates in, relating to cross-border transport of passengers and its enforcement measures. Compliance with domestic laws and regulations is a necessary condition of service. Licensed Transport Operators cannot be exempted from the domestic traffic rules/regulations. Paragraph 2 of Article 21 of the ASEAN Framework Agreement on the Facilitation of Cross Border Transport of Passengers by Road Vehicles refers.

5.15 In cases of infringement of laws and regulations by the licensed Transport Operator, the competent authority of the Home Country may take one of the following steps, depending on the gravity or the frequency of the infringement:

- a) Issue a written warning with a suggestion that the Permit may be suspended or revoked, or that the licensed Transport Operator may be barred from being granted additional Permits;
- b) Suspend or revoke the Permit issued;
- c) Prohibit the licensed Transport Operator from being granted additional Permits, either for determined period or permanently.

5.16 In cases of infringement of laws and regulations by the licensed Transport Operator when travelling in the Host/Transit Country, the competent authority of the Host/Transit Country shall inform the Home Country of a breach of law by the foreign APVP holder, and to formally ask for action to be taken. The Competent Authority of the Home Country should inform all participating Member States of the action taken.

(National Flag of ASEAN Member States)



**ASSOCIATION
OF SOUTHEAST
ASIAN NATIONS**

**ASEAN Passenger Vehicle Cross-Border
Permit**

Transport

**Permit Number: XX-XXXXXXXXX-XXXNS or S
Scheduled / Non-Scheduled permit (delete inapplicable)**

ISO Country code, operator licence number

& Serial Number of Permit indicating **non-scheduled (NS)** or **scheduled (S)**

Note: For non-scheduled permits, the limit is 500 per ASEAN Member State

Permit Period: from dd/mm/yy to dd/mm/yy

National Passenger Transport Operator Number:

Company name:

Company Registration Number:

Registered Address:

Contact phone/email/fax/website:

Vehicle Registration Plate Number & Date:

Vehicle Certificate of Inspection Number & Date:

Vehicle type: Bus / Minibus (please select)

Vehicle Make:

Chassis Number:

Engine Number:

Year of Manufacture:

Cylinder Volume:

Licensed Capacity: (pax) **Unladen Weight:**

Maximum Laden Weight:

Color: **Length:**

Width:

It is hereby certified that the above vehicle of the stated Passenger Transport Operator above has been licensed by the Ministry of Transport of the Government of (delete inapplicable): ²Brunei Darussalam, the Kingdom of Cambodia, the Republic of Indonesia, the Lao People's Democratic Republic, Malaysia, the Union of Myanmar, the Republic of the Philippines, the Republic of Singapore, the Kingdom of Thailand and the Socialist Republic of Viet Nam to perform passenger transport operations within ASEAN in accordance with the ASEAN Framework Agreement on the Facilitation of Cross-Border Transport of Passengers by Road Vehicles.

Place and date of Issuance: Authentication by Issuing Authority (Stamp, Signature):

² Delete inapplicable

6. Number of Road Vehicles Permitted for Passenger Transport Operations

6.1 As indicated in Article 8 of the CBTP Agreement, the number of passenger transport vehicles permitted to be used for non-scheduled operations **must not** exceed five hundred (500) per ASEAN Member State.

6.2 This limit may be discussed periodically between ASEAN Member States.

6.3 In accordance with Article 8 of the CBTP Agreement, the number of passenger transport vehicles to be used for **scheduled** operations is to be mutually agreed in writing between the countries concerned.

6.4 Any change made on the number of passenger vehicles permitted by each ASEAN Member State for **non-scheduled** operations should be upon written consent of the other ASEAN Member States.

6.5 Each ASEAN Member State should inform to the ASEAN Secretariat on the number of passenger transport vehicles used for **scheduled** operations, after the number is mutually agreed in writing between the countries concerned.

7. Border Control Procedures

7.1 At each ASEAN border, the checks listed in paragraph 7.2 and 7.3 below should be carried out by officers designated by the competent authority.

7.2 The road vehicles must carry the following documents, and border officers should check for their presence:

- ASEAN Passenger Vehicle Cross-Border Transport Permit and Sticker
- Transport Operator Licence
- Road Vehicle Registration Certificate
- Road Vehicle Inspection Certificate
- Third party insurance certificate
- Passenger List
- Vehicle Itinerary

7.3 In addition, spot-checks of passenger tickets and luggage registration vouchers are recommended.

7.4 These documents must be in English. If the documents are not in English, they should be accompanied by certified translation in English issued by relevant competent authority.

7.5 Non-scheduled passenger transport operations, will be primarily for Tour and Excursion purposes, and a Passenger List and Vehicle Itinerary are required to be furnished upon request by the relevant enforcement authorities. If the Passenger List and Vehicle Itinerary cannot be provided upon request, the Transit or Host Country, as the

case may be, may, where relevant, deny access to its territory in accordance with Article 21(2) of the CBTP Agreement.

7.6 Road vehicles should also display Vehicle Registration Plate which also includes Roman alphabet and Arabic numeric, as well as internationally-recognised and designated distinguishing signs of the Home Country at the rear of the vehicle, as set out by the UN Geneva Convention on Road Traffic (1949) and the Vienna Convention on Road Traffic (1968) with the following relevant codes:

- Brunei – BRU
- Cambodia – K
- Indonesia – RI
- Lao PDR – LAO
- Malaysia – MAL
- Myanmar – MYA
- Philippines – RP
- Singapore – SGP
- Thailand – T
- Viet Nam – VN

7.7 The relevant authorities of the ASEAN Member State may prohibit the entry or exit of a road vehicle to or from that particular ASEAN Member State if the licensed Transport Operator or Driver has infringed the national laws and regulations of the respective ASEAN Member State Country.

7.8 The relevant authorities of the ASEAN Member State Country should immediately notify details of any offences committed by the Licensed Transport Operator in writing to the competent authorities of the Home Country for their further action, which may include revoking/suspending the Permit.

7.9 As per Article 10 of the the CBTP Agreement, road vehicles should conform to the technical and safety standards in force in their Home Country. With respect to maximum weights, axle loads, dimensions and other technical aspects, road vehicles travelling in the territory of other ASEAN Member States must comply with the standards of those other ASEAN Member States.

7.10 ASEAN Member States must publish details of any physical restrictions on the designated cross-border transport routes, for example narrow bridges that may obstruct vehicles of certain dimensions, pot holes, possible landslides, etc.

8. Customs Control of Personal Effects of Passengers

Duty Free Allowances

8.1 Passengers should be allowed to import, subject to the regulations of the country of destination, free of Customs duties and taxes, the following items for their personal use:

- Consumables – perfume, cigarettes, cigars, tobacco, spirits, wine and beer up to the quantity determined by the destination country;
- Other goods of a non-commercial nature including gifts up to the value determined by the destination country;
- Currency notes up to the value determined by the destination country

8.2 These regulations are to be made available in writing to passengers prior to embarkation in the country of departure. The regulation information should be provided by the transport operator providing the cross border transport of passenger service.

8.3 The quantities may be more restricted for frequent travellers.

Temporary Admission

8.4 Temporary admission of personal effects by non-resident passengers should be exempt from Customs duties and taxes in the country of destination, subject to re-exportation within the permissible period of stay and without having undergone any change apart from depreciation and/or consumption. Also, re-importation in the same state by returning residents in their Home Country of personal effects they exported upon their departure from their Home Country should be free of Customs duties and taxes.

8.5 For the purpose of this provision, personal effects should mean all articles (new or used) that a passenger may reasonably require for his/her personal use during the journey, taking into account all circumstances of the journey, but excluding any goods imported or exported for commercial purposes. They include but are not limited to:

- clothing;
- articles of toiletry;
- personal jewellery;
- still and motion picture cameras together with a reasonable supply of films, tapes, and accessories thereof;
- portable slide or film projectors and accessories therefore together with a reasonable quantity of slides or films;
- binoculars and telescopes;
- portable musical instruments;
- portable sound reproduction devices including tape recorders and compact disc players;
- portable radio receivers;cellular or mobile telephones;

- portable television sets;
- portable typewriters;
- portable personal computers, tablets and accessories;
- portable calculators;
- baby carriages and strollers;
- wheelchairs for invalids; and
- sporting equipment.

8.6 The personal effects of travellers should be subject to veterinary, sanitary and phytosanitary inspection. The ASEAN Member States should comply with international agreements related to the regulations of the World Health Organization, Food and Agriculture Organization.

9. Immigration Control of Passengers

9.1 In accordance with Article 14, Immigration, of the CBTP Agreement, passengers crossing the border should carry a valid passport or international travel document in lieu of passport. Each ASEAN Member State should provide the other ASEAN Member States with specimens of passports or international travel documents in lieu of passports.

9.2 Passengers crossing the border should have valid visas or equivalent documents, when required, for immigration clearance in compliance with the national laws and regulations of ASEAN Member State he is entering into.

9.3 The driver/crew of the conveyance should be issued by the ASEAN Member State a multiple entry/exit visa, if a visa is required. The application for a visa by a driver/crew member should be supported by a certificate of employment issued by an authorised Transport Operator of the Home Country licensed in accordance with the requirements of the Implementing Guidelines. The applicant driver also need to submit a copy of his/her driving license.

10. Health Inspection

10.1 In accordance with Article 15 (Health Inspection) of the CBTP Agreement, the ASEAN Member States shall apply its national laws and regulations in compliance with the International Health Regulations of the World Health Organization (WHO).

10.2 As a rule, passengers, drivers and crew who:

- i. carry the prescribed WHO health documents;
- ii. do not come from and have not passed through a known infected or risk area; and
- iii. do not show any external symptoms of a contagious disease endangering public health

will not be subjected to routine medical checks, inspection, or examination. However, examination is permissible in particular cases.

10.3 Passengers, drivers and crew who may be subjected to medical examination are those who:

- iv. do not carry the prescribed WHO health documents;
- v. come from or have transited through a known infected or risk area; or
- vi. show external symptoms of a contagious disease endangering public health.

10.4 Whenever passengers, drivers and crew are, upon medical examination, found to have a communicable disease of public health significance, the relevant Competent Authority of ASEAN Member State may deny access to the territory of individuals to control the introduction and spread of such disease. If their health condition enables them to travel, they should be advised to return to their Home Country.

10.5 If their health condition does not enable passengers, drivers and crew to travel, the relevant Competent Authority of ASEAN Member State should offer appropriate medical care and treatment in isolation/quarantine to the individuals; and should notify promptly the WHO via the appropriate channels in accordance with the applicable rules. Individuals who have been exposed to the infection would need to be placed under surveillance.

10.6 Passengers, drivers and crew may be required to carry personal health documents prescribed by the WHO (e.g., yellow fever vaccination certificate) as and when may be required by the health authorities (typically during health emergencies).

11. Passenger Transport Operator Liability

11.1 Contract of Carriage is a binding agreement between a transport operator and the passenger. A contract of carriage defines the rights, duties and liabilities of parties to the contract. The contract is evidenced by the passenger ticket. The transport operator undertakes to deliver the passenger from a named place of departure to a named destination, in consideration for a fare. This contract addresses issues associated specifically with how the liability and compensation for injury to passengers is assessed, apportioned, and paid. It contains also the transport operator's policy regarding baggage, cancellation and delays, claims, and ticket validity.

11.2 Transport operator liability should apply to every contract for the carriage of passengers and their luggage for reward or gratuity in the course of the transport operator's business by road in a motor vehicle, when the passenger's places of departure and destination are situated in the territories of different ASEAN Member States.

11.3 The transport operator liability for carriage of unaccompanied luggage will be governed by Contract of Carriage.

11.4 The Contract of Carriage should be recorded via the issuance of a collective or individual passenger ticket. The absence, irregularity, or loss of the ticket should not affect the existence or the validity of the Contract of Carriage, which should remain subject to the provisions of these Implementing Guidelines.

11.5 The passenger ticket should mention in the national language and in English the following particulars:

- the name and address of the Transport Operator;
- the point of departure and destination;
- the date of the journey or the period of the validity of the ticket;
- the transport price; and
- a reference to the rule of national law containing the liability regime of the ASEAN Member State issuing the ticket.

11.6 The ticket may be issued to a named person or to bearer.

11.7 For registered luggage, the transport operator should issue a luggage registration voucher, which may be combined with the passenger ticket.

11.8 The luggage registration voucher should mention in the national language and in English the following particulars:

- the name and address of the Carrier;
- the point of departure and destination;
- the date of issuance;
- a reference to the rule of law containing the national liability regime of the ASEAN Member State issuing the luggage registration voucher; and
- the number of pieces of luggage.

11.9 In case of absence of the luggage voucher or omission to indicate the weight or number of the registered luggage, the luggage weight and number should be presumed to be the maximum allowance.

11.10 Upon registration of the luggage, the transport operator should check its apparent condition, and when necessary make appropriate remarks on the luggage registration voucher.

11.11 In the absence of remarks on its condition by the transport operator, the luggage is presumed to be in good condition.

11.12 Any clause in the Contract of Carriage directly or indirectly derogating from the provisions of the transport operator liability, unless it is in favour of the passenger, should be null and void. The nullity of such a stipulation should however not affect the validity of the other provisions of the contract.

11.13 The national liability regime of the ASEAN Member State concerned will govern any claim arising out of the performance of the Contract of Carriage however founded, whether in contract or extra-contractually.

11.14 Vicarious Liability for Servants, Agents, and Subcontractors: In connection with his/her tasks, the transport operator would be responsible for acts and/or omissions of his/her servants, agents, and subcontractors, who will be entitled to avail themselves of the same defences as the transport operator.

11.15 Personal Injury: The transport operator should be liable for loss or damage resulting from the death or wounding or from other bodily or mental injury caused to a passenger as a result of an accident related to the carriage and occurring while the passenger is on board or entering or exiting the vehicle.

11.16 Delay: The transport operator should be liable for damages resulting from delay in the arrival of the passenger and/or his/her luggage.

11.17 Loss of or Damage to Registered Luggage: The transport operator should be liable for the total, or partial loss of, or damage to the luggage that occurred in the period between the time that the transport operator takes the goods in charge and the time of delivery.

11.18 If the registered luggage is not delivered within 30 days from the moment of the actual, scheduled, or normal arrival time, whichever is later, the luggage will be deemed lost. The passenger is then entitled to claim compensation for loss. Upon recovery of the luggage later on, the transport operator should notify immediately the passenger, who should be entitled to opt for delivery of the luggage against refund of the compensation already received, but without prejudice to any claim for compensation for partial loss, damage, or delay. If the passenger does not require the return of the luggage, the transport operator should be entitled to deal with the luggage at his/her discretion, subject to the law of the place where the luggage is situated.

11.19 The transport operator should be liable for the total, or partial loss of, or damage to the personal effects carried or worn by the passenger as a result of an accident related to the carriage and occurring while the passenger is on board or entering or exiting the vehicle.

11.20 The limits of liability should be exclusive of legal expenses and interests. Higher limits may be agreed between the parties to the Contract of Carriage.

11.21 In addition to the compensation, the transport operator should be held to refund all or part of the transport price commensurate to the degree of his/her mal-performance. He/she will owe no further damages.

11.22 The amount of compensation for death, wounding, or other bodily or mental injury of the passenger or total, or partial loss of, or damage to the luggage, or damage resulting from delay, should be established according to the national law of the court where the liability action is brought.

11.23 Also, the claimant's right to sue should be determined according to the national law of the court where the action for compensation is brought.

11.24 The total amount of compensation due by the transport operator for the death or wounding or bodily or mental injury caused to a passenger in respect of the same occurrence will be fixed under national limits of the ASEAN Member State within whose territory the incident occurred.

11.25 Registered Luggage: The amount of compensation due from the transport operator for the loss of or damage to registered luggage should be fixed under national limits of the ASEAN Member State within whose territory the incident occurred.

11.26 Hand Luggage and Personal Effects: The amount of compensation due from the transport operator for the loss of or damage to hand luggage or personal effects worn or carried by the passenger should be fixed under national limits of the ASEAN Member State within whose territory the incident occurred.

11.27 Regarding Delay: The amount of compensation due from the transport operator for damage, other than physical damage to luggage or personal effects or bodily injury of the passenger, resulting from delay, should be limited to an amount not exceeding the transport price.

11.28 Exoneration of Transport Operator Carrier Liability: The Transport Operator Carrier should be relieved of liability to the extent that the accident, loss, delay, or damage was caused by:

- i. force majeure;
- ii. inherent defect of the luggage or personal effects;
- iii. the passenger's own negligence which was the immediate and proximate cause of his injury; or
- iv. the passenger's pre-existing health condition.

11.29 The defective condition of the vehicle used for the performance of the carriage, or the physical or mental failure of the driver, should not relieve the transport operator of his/her liability.

11.30 The transport operator is not entitled to the benefit of the limitation or exoneration of liability if it is proved that the death, injury, loss, damage, or delay in delivery and/or arrival resulted from a personal act or omission of the transport operator or his/her servants, agents, and subcontractors, done with the intent to cause such death, injury, loss, damage, or delay or recklessly and with knowledge that such loss, damage, or delay would probably result.

11.31 Upon delivery of the registered luggage, the passenger should check the number, contents, and condition of the luggage, and if shortage or damage is found, make immediately appropriate remarks in writing to the transport operator.

11.32 In case of receipt of the registered luggage without remark, the luggage should be presumed to have been delivered complete and intact.

11.33 Claims for compensation arising out of a carriage under these Implementing Guidelines should be time-barred unless an action was initiated within the national times period of the ASEAN Member State involved from the date of the accident.

11.34 An action for compensation may be brought in the courts of the AMS:

- where the carriage originated from or was destined to;
- where the loss or damage occurred, if localized;
- where the principal place of business of the Carrier is located; or
- where the habitual residence of the claimant is located.

11.35 The claim for compensation may also be settled by means of arbitration based on an agreement entered into between parties concerned after the claim has arisen.

12. Compulsory Third Party Insurance for Road Vehicles

12.1 All road vehicles involved in cross border transport of passengers will have to comply with Host Country and Transit Country (if any) insurance requirements for road vehicles.

12.2 There is a need to establish an ASEAN wide standard for ASEAN Compulsory Motor Vehicle Insurance. Insurance firms in ASEAN needs to collaborate in order to offer an ASEAN wide coverage

12.3 Licensed Transport Operators are to ensure that their vehicles are covered by appropriate third party vehicle insurance, against death or bodily injuries and/or property damages arising from road traffic accidents in the territories of the other ASEAN Member States. This is based on the Licensed Transport Operator legal liability to third parties for personal injury or property damage caused by an occurrence during the period of insurance and arising out of its business and/or service

12.4 It will be necessary to purchase a separate insurance policy that is valid under domestic law for each ASEAN Member State where the road vehicle will travel.

12.5 The ASEAN Council of Bureaux (COB) should make arrangements for insurance policies for road vehicles to be available for purchase prior to travel, ideally on-line, to avoid possible delays and extra expense in purchasing insurance at borders. Ideally, the Licensed Transport Operators should be able to buy this third party liability insurance before the start of the journey with coverage over the Home, Host and Transit Contracting Party.

12.6 The Insured's Declared Value (IDV) of the vehicle is the maximum Sum Assured fixed by the insurer at the beginning of each policy period for the insured vehicle. If the vehicle suffers total loss, the IDV is the compensation that the insurer will provide the policyholder. The IDV of the vehicle is fixed on the basis of the manufacturer's listed selling price of the brand and model of the vehicle proposed for insurance at the commencement of insurance or at renewal, and is adjusted for depreciation. The IDV of the accessories, if any, fitted to the vehicle, but not included in the manufacturer's listed selling price of the vehicle is also likewise to be fixed.

13. Technical Requirements of Road Vehicles

13.1 ASEAN Member States are to share their national technical and safety standards with each other. The passenger transport vehicles covered in the CBTP Agreement (i.e. Bus and Minibus) must conform to the technical and safety standards of other ASEAN Member States, as per Article 10 of the CBTP Agreement.

13.2 All ASEAN Member States should inform the regulations on maximum weights, axle loads, dimensions and other technical considerations of Bus and Minibus operating within their countries to allow the road vehicles of other ASEAN Member States to travel to their countries.

13.3 The principle behind this Article 10 is that even though road vehicles have to comply with standards enforced in their respective Home Country, these road vehicles will be subject to Host Country and Transit Country respective standards when providing cross border transport of passenger by road vehicles.

14. Standard Operating Procedures for Issuing ASEAN Passenger Vehicle Cross Border Transport Permits (APVP)

14.1 It is vitally important that the Competent Authority verifies that the passenger vehicles that will be granted cross-border permits should conform to the correct vehicle specifications of the countries they will be travelling in, which include vehicle weights and dimensions. The specifications are shown at Annex G.

14.2 Applicants must be a registered Licensed Transport Operator where applicable³ and must apply in person to register the vehicle for the permit. If they are a representative of a company they must have completed the Representative Authority section of the application form.

14.3 The process for issuance of an APVP is recommended to take between 14 and 30 days from the date of submission of the application by the Transport Operator to the Competent Authority with all required documentation, although the timescales are at national discretion. The process is as follows:

SOP - Permit Application Process Flow

14.4 Permit Costs: Licensed Transport Operators participating in the CBTP are subject to permit application and vehicle inspection fees, as determined by the Home Country. It is recommended that these fees are kept to a minimum, covering only recovery of the actual processing costs. It is recommended that the APVP be issued at least for a period of 12 months.

14.5 The Notification Process: The Home Country Competent Authority/NTTCC shall transmit (i.e. 'notify') by email to the Host Country Competent Authority/NTTCC a Notification of the APVP. This transmission may or may not include the NTTCC, depending on national arrangements. A copy of the notification should be transmitted by email to the ASEAN Secretariat in Jakarta, Indonesia.

14.6 NTTCC/CA of the Host Countries shall acknowledge the Permit and inform the NTTCC/CA of Home Country within 7 working days after the date the Host Countries NTTCC/CA receives the notification letter of the newly approved Permit(s). If Permit(s) is/are not acknowledge within 7 working days, NTTCC/CA of Home Country should contact the NTTCC/CA of Host Country(ies) to get clarification.

14.7 Each Competent Authority is to maintain a national record of all permits issued by them as Home country, and all permits notified to them as a Transit / Host country. This may be supplemented by a central Internet-accessible record to be held in APVP central web portal.

³ There is no requirement for Transport Operators to be licensed or registered in Singapore.

14.8 The APVP sticker: The ASEAN Passenger Vehicle Cross Border Permit will be issued in two parts, the permit itself and an APVP sticker to be displayed on the vehicle windscreen.

14.9 The identifier of this permit and the sticker enables the permit to be checked by the relevant authorities at the border against the record of valid permits which is kept by each of Competent Authority. The code/barcode details the unique permit number and can be linked to other details, such as the operator's licence and vehicle registration plate.

14.10 The permit number consists of the two-digit ISO country code followed by a ten-digit carrier's licence number followed by a serial number up to 500, Size and dimension of the Permit Sticker:

- Horizontal diameter \pm 11.5 cm
- Vertical diameter \pm 11.8 cm

14.11 Revoking an APVP: Depending on the seriousness and frequency of occurrence of any infringements in the Host Country, the Host Country would notify the Home Country Competent Authority, who would determine one of the following options:

- a) Issue a written warning with a suggestion that the permit may be suspended or revoked, or that the Licensed Transport Operator (LTO) may be barred from being granted further permits;
- b) Suspend or revoke the Permit issued;
- c) Prohibit the LTO from getting additional Permits, either for a set period or permanently.

14.12 Once the Competent Authority has made a recommendation on one of these options to the Home Country NTTCC/CA and a decision is made, the Permit holder will be notified by the Home Country Competent Authority in writing of the action taken. The record of the APVP kept by the Home Country will be updated, and the Home Country CA/NTTCC should send notification letter annexing the revoked/suspended Permit(s) to the Host Country CA/NTTCC

14.13 Lost or stolen documents: The transport operator must report to the Competent Authority of the Home Country of any lost or stolen documents. In the case of stolen documents, a report should also be made to the Police. The details of revoked permit and issuance of a replacement permit with new number shall be advised to the host and transit countries.

14.14 In the case of lost or stolen documentation, the Home Country is to reissue the permit and sticker, and informing all AMS of the updated details, using Annex C or D..

15. Operational transport procedures at borders

15.1 Inspection and validation of transport documents: Home and Host/Transit Country Customs, Immigration, Biosecurity/Quarantine, Police and NTTCC Competent Authorities

personnel are authorised to inspect documents at borders. The border controls should consist of two phases:

- a. *Primary Inspection Mode* - An initial visual check of the paper transport documents held on the bus; it is expected that the majority of buses will be checked in this way; and
- b. *Secondary Inspection Mode (where applicable)* - In cases of suspicion, documents not in order or following risk management alerts, further checks of the validity of the documents against electronic registers held nationally or regionally.

15.2 The purpose of the validation and inspection procedures is to ensure that the primary requirement is respected for the documents required by interfacing countries to be correct and available for inspection. In the case of invalid or insufficient documentation, the passenger transport vehicle will be denied passage.

15.3 Transport personnel at border checkpoints will need to have access to a record of valid APVP in order to validate against the vehicle at the checkpoint. The consistent format for this data, will act as a common basis for transport controls of the permit, so that each jurisdiction is satisfied that it has sufficient information to release the vehicle at the checkpoint. The permit record may be supplied by the national competent authority, or may be accessible electronically through the proposed APVP website. The minimum data fields required for the APVP record to be used for the CBTP are shown at Annex C & D.:

Operational procedures for transport inspection

15.4 Passenger Vehicle arrival at Office of Border Checkpoint

- a) The Transport Official will undertake a **visual scan** of the vehicle to ensure:
 - The ASEAN Passenger Vehicle Cross-Border Permit has not expired;
 - The Home Country Distinguishing Mark presence and correct location on vehicle; and
 - The vehicle registration plate is in the correct format and clearly visible.
- b) These checks may be carried out by other responsible agencies, for example Customs Authorities, where this task has been delegated to them on an agency basis.
- c) Transport Officials will simultaneously check the ASEAN Passenger Vehicle Cross-Border Transport Permit Sticker.

15.4 Primary Inspection Mode

- a) The transport Official inspects the transport documents held in English on the vehicle to ensure they correlate with the APVP and the vehicle itself. The transport documents to be carried on the vehicle are set out in the Cross Border Procedures Section 7.2:
- b) The driver of the vehicle must carry the necessary immigration documents including a passport, and, if required, a visa.
- c) If all documents are in order, the vehicle is free to proceed once Customs, transport and immigration clearances are completed
- d) If the documents are not in order OR the vehicle is selected for secondary inspection (based on risk profiling parameters) the driver is instructed to move to the Secondary Inspection lane.

15.6 Secondary Inspection Mode (where applicable)

- a) Documents not in order: The transport official may refer to the Competent Authority records or APVP website if available to check records against documents or missing documents. The focus should be on checking correlation between the vehicle and the APVP carried on board the vehicle, which provides key information. Transport Officials may use a checklist for Secondary Inspection to verify information on the Permit such as:
 - Does the registration plate on the vehicle match the certificate?
 - Does the chassis number on the permit correlate with that on the vehicle?
 - Is the third-party vehicle insurance certificate current?
- b) If the Secondary Inspection is satisfactory, the driver and the vehicle are free to proceed, once Customs and Immigration clearances are completed.
- c) If the vehicle documentation cannot be verified or the vehicle is non-compliant, depending on national regulations the Transport Official may proceed to issue a warning in writing and/or a penalty notice to the driver. The transport operation may be terminated and the driver instructed to return to the Home country. This enforcement activity is then recorded by the Competent Authorities⁴.

⁴ Singapore emphasises that vehicles failing the domestic inspection requirements will be denied entry.

15.7 Arrival of Vehicle at Border Crossing: Transport Officials complete an initial visual inspection of vehicle:

1. *Primary Inspection – checks:*

- the APVP has not expired;
- the Home Country Distinguishing mark is present and in correct location on vehicle;
- the vehicle registration plate is in the correct format and clearly visible and;
- the Driver's Licence is current and that the licence allows the driver to use the vehicle type.
- Other primary documentary checks as required by AMS Competent Authorities

2. *Secondary inspection – if checks are not satisfactory or vehicle is selected for further inspection based on risk parameters.*

- Does the registration plate on the vehicle match the certificate?
- Does the chassis number correlate with that on the vehicle?
- Is 3rd party insurance current?

15.8 If vehicle documentation cannot be verified or the vehicle is non-compliant, the Transport Official from the host or transit country or entry, will proceed to issue a warning in writing and/or a penalty notice to the driver

15.9 If checks are satisfactory – the vehicle is allowed to proceed once Custom/Immigration checks are completed.

15.10 Each NTTCC/CA will determine the criteria for allocation and the supporting documentation to be submitted for allocation of licences and vehicle permits.

Annex A

Format of notification letter of approval of new ASEAN Passenger Vehicle Cross Border Transport Permit

Insert
insignia of
AMS



Notification of Approval of ASEAN Passenger Vehicle Cross-Border Transport Permit

To: Competent Transport Authority of Host Countries (insert name of Host Countries) Date.....

.....
.....

This communication is to notify that the Competent Transport Authority of: (Insert Home Country) has approved (an) ASEAN Passenger Vehicle Cross-Border Transport Permit(s) specified in **Attachment 1**.

In this connection, the Competent Transport Authority (Insert Home Country) hereby updates all the approved and valid permits as listed in **Attachment 2**.

Please confirm receipt of this communication by completing and returning the acknowledgement slip below to the Competent Transport Authority (CA) of the Home Country within 7 working days to:

.....
..

(Name, address and email address of Home Competent Authority (CA))

For enquiries, please contact

Name, title and position of contact person

Telephone

Email

(Name and signature and stamp of Issuance Authority)

Acknowledgement:

This ASEAN Passenger Vehicle Cross-Border Transport Permit is hereby acknowledged.

Signed by Competent Transport Authority (CA) on behalf of Host Country: (insert name of host country)

Name, title and position of signatory

.....

Signature and stamp of Host Acknowledging Authority (CA):

Date.....

Annex C

Attachment 1 – Table format of newly-issued permits:

List of Newly-Issued ASEAN Passenger Vehicle Cross-Border Transport Permits

Country:

Competent Transport Authority:

No.	Permit Number	Date of Issue	Permit Period	Transport Operator Name	Chassis number	Vehicle Registration Plate	Type of Vehicle	Licensed Capacity	Remarks
Format	xx-xxxxxxxxxx- xxxNS or S	dd/mm/yyyy	dd/mm/yyyy						
1									
2									
3									
...									
500									

Annex D

Attachment 2 – List of Valid Passenger Vehicle Cross Border Transport Permits

List of Issued ASEAN Passenger Vehicle Cross-Border Transport Permits

**Country:
Competent Transport
Authority:**

No.	Permit Number	Date of Issue	Permit Period	Transport Operator Name	Chassis number	Vehicle Registration Plate	Type of Vehicle	Licensed Capacity	Remarks
Format	xx-xxxxxxxxxx- xxxNS or S	dd/mm/yyyy	dd/mm/yyyy						
1									
2									
3									
...									
500									

Annex E

Attachment 3 – List of newly-revoked or suspended ASEAN Passenger Vehicle Cross Border Transport Permits

List of Newly Revoked / Suspended ASEAN Passenger Vehicle Cross-Border Transport Permits

**Country:
Competent Transport
Authority:**

No.	Permit Number	Start of Suspension date	End of Suspension date	Transport Operator Name	Chassis number	Vehicle Registration Plate	Type of Vehicle	Licensed Capacity	Remarks
Format	xx-xxxxxxxxxx-xxxNS or S	dd/mm/yyyy	dd/mm/yyyy						
1									
2									
3									
...									
500									

**Annex F – Request for Grant or Rights (to be sent with acknowledgement form)
(National Flag of ASEAN Member States)**



**ASSOCIATION
OF SOUTHEAST
ASIAN NATIONS**

Date:

Reference:

Dear Sir / Madam,

**Re: Request for Grant of Rights under the ASEAN Framework Agreement on
the Facilitation of Cross Border Transport of Passengers by Road Vehicles
(CBTP)**

This is a request for Grant of Rights under the CBTP agreement from:

*Insert name, address and email contact details of the competent ASEAN Transport
Authorities making the request)*

Addressed to:

*Insert name, address and email contact details of the competent ASEAN Transport
Authorities to whom the request is being made.*

In accordance with Article 5 (Grant of Rights) of the ASEAN Framework Agreement
on the Facilitation of Cross Border Transport of Passengers by Road Vehicles
(CBTP), we hereby request that the following Passenger Transport Operator(s)
is/are permitted the following operations:

*Insert details of Transport Operator(s), name, address, operator number and serial
number of ASEAN Passenger Vehicle Cross-Border Transport Permits, Vehicle
Registration Plate Number and Permit Period issued to the operator.*

To transport / pick up / drop off (*delete inapplicable*) passengers at the following
embarkation / disembarkation (*delete inapplicable*) points along the Designated
Cross-Border Transport Route (insert name and code of route):

Scheduled / non-scheduled (*delete inapplicable*)

Embarkation points:

Disembarkation points:

Yours faithfully,

(Designation and full name)

cc: ASEAN Secretariat

Acknowledgement to Request for Grant of Rights

(National Flag of ASEAN Member States)



ASSOCIATION
OF SOUTHEAST
ASIAN NATIONS

Date:

Reference:

Dear Sir / Madam,

Re: Request for Grant of Rights under the ASEAN Framework Agreement on the Facilitation of Cross Border Transport of Passengers by Road Vehicles (CBTP)

This is to acknowledge the request for Grant of Rights under the CBTP agreement from:

Insert name, address and email contact details of the competent ASEAN Transport Authorities making the request)

Addressed to:

Insert name, address and email contact details of the competent ASEAN Transport Authorities to whom the request is being made.

In accordance with Article 5 (Grant of Rights) of the ASEAN Framework Agreement on the Facilitation of Cross Border Transport of Passengers by Road Vehicles (CBTP), we hereby grant the following Passenger Transport Operator(s) permission to perform the following operations:

Insert details of Transport Operator(s), name, address, operator number and serial number of ASEAN Passenger Vehicle Cross-Border Transport Permits, Vehicle Registration Plate Number and Permit Period issued to the operator.

To transport / pick up / drop off (*delete inapplicable*) passengers at the following embarkation / disembarkation (*delete inapplicable*) points along the Designated Cross-Border Transport Route (insert name and code of route):

Scheduled / non-scheduled (*delete inapplicable*)

Embarkation points:

Disembarkation points:

Yours faithfully,

(Designation and full name)

cc ASEAN Secretariat

Annex G Passenger Transport Vehicle Specifications

ASEAN Technical Specifications of Passenger Vehicles: Buses and Minibuses

Vehicles to be used for the cross-border transport of passengers by road under the ASEAN Framework Agreement on the Facilitation of Cross-Border Transport of Passengers by Road Vehicles (ASEAN-CBTP)

VEHICLE TYPE (CLICK ON BOX)	
Bus <input type="checkbox"/>	
Minibus <input type="checkbox"/>	
DIMENSIONS (metres)	
Overall Length:	
Overall Width:	
Overall Height:	
Rear overhang:	
Front overhang:	
Turning circle:	
SPECIFICATIONS	
Gross Vehicle Weight Rating (GVWR):	
Number of wheels:	
Number of axles:	
Axle load:	
Engine capacity:	
Transmission (Auto/Manual):	
Electrical: (number of batteries, amperage)	
Fuel Tank Capacity: (litres)	
Suspension: (e.g. independent)	
Steering (e.g. power steering)	
SEATS:	
Licensed capacity:	
Reclining or not:	
Seat belt type (e.g. 3 point)	
Upper level of seats (Yes/No)	
EMISSION STANDARDS	
Exhaust emission:	
BRAKES	
Brakes type: (e.g. ABS)	
Brake efficiency % of axle weight:	
TYRES	
Tyre Requirements:	

SINGAPORE

VEHICLE TYPE (CLICK ON BOX)	
Bus <input type="checkbox"/>	
Minibus <input type="checkbox"/>	
DIMENSIONS (metres)	
Overall Length:	12.0
Overall Width:	2.6
Overall Height:	4.0
Rear overhang:	Shall not exceed 60% of the vehicle wheelbase
Front overhang:	Not Applicable
Turning circle:	Capable of turning in either direction in a circle (measured from the extreme outer edges of the wheel track) which does not exceed in diameter 19.0 metres
SPECIFICATIONS	
Gross Vehicle Weight Rating (GVWR):	Maximum laden weight: 2 axle rigid vehicle = 19,000kg 3 axle rigid vehicle = 28,000kg 4 or more axle rigid vehicle = 34,000kg
Number of wheels:	Not Applicable
Number of axles:	Refer to GVWR
Axle load:	Refer to GVWR
Engine capacity:	Not Applicable
Transmission (Auto/Manual):	Not Applicable
Electrical: (number of batteries, amperage)	Not Applicable
Fuel Tank Capacity: (litres)	Not Applicable
Suspension: (e.g. independent)	Not Applicable
Steering (e.g. power steering)	Not Applicable
SEATS:	
Licensed Capacity	Licensed Seating Capacity of 9 or more (excluding driver)
Reclining or not:	Not Applicable
Seat belt type (e.g. 3 point)	Not Applicable
Upper level of seats (Yes/No)	Not Applicable
EMISSION STANDARDS	
Exhaust emission:	40 Hartridge Smoke Units (HSU)
BRAKES	
Brakes type: (e.g. ABS)	Not Applicable
Brake efficiency % of axle weight:	Not Applicable

TYRES	
Tyre Requirement:	Every wheel of a motor vehicle shall be equipped with a pneumatic tyre of a suitable size or design.

Additional Notes from Singapore:

1. The vehicle that is issued with an ASEAN-CBTP Permit has to be recognised by the Competent Authority of that AMS as a Bus/Minibus, and possess a Licensed Seating Capacity of 9 or more (excluding driver), in order for Singapore to admit the vehicle as a valid recipient of the permit.
2. For vehicles that do not comply with the technical specifications, an application to the relevant authorities in Singapore for additional permit/s or police escort is necessary before entry is permitted into Singapore. For more details, please refer to Annex 1.
 - To apply for a permit for entry of vehicles exceeding the technical specifications: LTA-Oversized_veh_movement@lta.gov.sg
 - To apply for a permit for the use of an excluded vehicle (for details refer to Annex 2) on Singapore's expressways: LTA-Excluded_veh@lta.gov.sg
 - For others, please contact us via the online feedback form: <https://www.lta.gov.sg/feedback/>
3. There are additional restrictions and specifications pertaining to the use of Road Tunnels and Expressway Tunnels (for details refer to Annex 3) in Singapore that vehicles are required to adhere to.

ANNEXES

Annex 1: Commercial Vehicles Restrictions and Oversized Vehicle Movement (OVM) licensing regime

Please refer to the following websites for information on restrictions in-relation to Commercial Vehicles and the licensing requirements for vehicles exceeding width, length and/or weight requirements allowed to be driven on Singapore's public roads.

1. <https://www.onemotoring.com.sg/content/onemotoring/home/driving/commercial-vehicles.html>
2. <https://prompt.lta.gov.sg/WebUIPWAS/common/pages/FAQList.aspx>

Annex 2: List of Excluded Vehicles not allowed on Singapore's expressways

Please refer to the following website for information on restrictions in-relation to vehicles allowed to be driven on Singapore's expressways.

https://www.onemotoring.com.sg/content/onemotoring/home/driving/commercial-vehicles.html#driving_on_expressways

Annex 3: Singapore Road Tunnels and Expressway Tunnels restrictions

Please refer to the following website for information on restrictions in-relation to vehicles allowed to be driven in Singapore Road Tunnels and Expressway Tunnels

https://www.onemotoring.com.sg/content/onemotoring/home/driving/commercial-vehicles.html#driving_in_tunnels

MALAYSIA

VEHICLE TYPE(CLICK ON BOX)	
Coach <input checked="" type="checkbox"/>	
Bus <input checked="" type="checkbox"/>	
Minivan <input checked="" type="checkbox"/>	
DIMENSIONS(metres)	
Overall Length:	Maximum 12.2 meter
Overall Width:	Maximum 2.5 meter
Overall Height:	Maximum 4.2 meter
Rear overhang:	Maximum 60 % of wheelbase
Front overhang:	No regulate
Turning circle:	Not more than 20 meter radius
SPECIFICATIONS	
Gross Vehicle Weight Rating(GVWR):	Based on declaration by vehicle manufacturer
Number of wheels:	4 wheels (2 axles) : Van 6 wheels (2 axles) : Bus 8 wheels (3 axles) : Bus
Number of axles:	2 or 3 axles
Axle load:	2 axles (max. 19,000 kg) 3 axles (max. 24,000 kg)
Engine capacity:	No regulate
Transmission (Auto/Manual):	No regulate
Electrical: (number of batteries, amperage)	No regulate
Fuel Tank Capacity: (litres)	No regulate
Suspension: (e.g. independent)	No regulate
Steering (e.g. power steering)	Comply UN Regulation R79
SEATS:	
Number of seats:	Not less than 8 seats
Reclining or not:	Not regulated
Seat belt type (e.g. 3 point)	Not regulated for passenger
Upper level of seats (Yes/No)	Yes (double deck bus)
EMISSION STANDARDS	
Exhaust emission:	Diesel Engine (Min EURO3)
BRAKES	
Brakes type: (e.g. ABS)	Comply to UN Regulation R13
Brake efficiency % of axle weight:	Min 50%

In Malaysia, the technical requirements for the coach / bus / minivan are the same because we clarify them as one category is Public Service Vehicle (to carry passenger)