



Transport Malta

Land Transport Directorate  
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Applikazzjoni għall-Trasferiment ta' Skola tas-Sewqan  
*Application for Transfer of Ownership of a Motoring School*

**DRV 13B**

TWISSIJA lill-applikanti – Kull stqarrija falza, rappreżentazzjoni hażina jew habi ta' fatti materjali f'din il-formola jew xi dokument ippreżentat ma' din l-applikazzjoni tista' twassal biex jittieħdu passi kriminali.

*WARNING to all applicants – Any false statements, misrepresentation or concealment of material facts on this form or any document presented in support of this application may be grounds for criminal prosecution.*

**Sezzjoni A - Dettalji tas-Sid il-Gdid**

*Section A - Particulars of the New Owner*

Dettalji personali tal-applikant

*Personal details of applicant*

Kunjom  
*Surname*

Isem  
*First Name(s)*

Nazzjonalità  
*Nationality*

Numru tal-Karta tal-Identità  
*ID card*

Indirizz tar-Residenza f'Malta –  
*Address of Residence in Malta*

Numru Isem tad-Dar  
*Number House Name*

Triq – *Street*

Lokalità - *Town*  
Kodiċi Postali - *Postal Code*

Numru tat-Telefon  
*Telephone Number*

Numru tal-Mobile  
*Mobile Number*

Indirizz tal-email  
*E-mail Address*

**Sezzjoni B - Dettalji tas-Sid ta' Qabel***Section B - Particulars of Previous Owner*

Dettalji personali tal-applikant

*Personal details of applicant*Kunjom  
*Surname*

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Isem  
*First Name(s)*

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Nazzjonalità  
*Nationality*Numru tal-Karta tal-Identità  
*ID card*Indirizz tar-Residenza f'Malta –  
*Address of Residence in Malta*Numru  
*Number*Isem tad-Dar  
*House Name*Triq - *Street*Lokalità - *Town*Kodiċi Postali - *Postal Code*Numru tat-Telefon  
*Telephone Number*Numru tal-Mobile  
*Mobile Number*Indirizz tal-email  
*E-mail Address***Sezzjoni C - Fejn applikabbli aghi d-dettalji tal-individwu li ser imexxi n-negozju***Section C - Where applicable give details of person who will manage the business*Kunjom  
*Surname*

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Isem  
*First Name(s)*

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Nazzjonalità  
*Nationality*Nru. tal-Identità / Passaport  
*ID card / Passport no.*Fejn applikabbli semmi wkoll l-isem u l-indirizz ta' reġistrazzjoni tas-soċjetà kummerċjali/kumpanija  
*Where applicable state registered name and address of commercial partnership – company*


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Ma' din l-applikazzjoni jekk jogħġbok ehmeż dawn id-dokumenti:  
*Please provide the following documents with this application*

a- Lista tad-Diretturi bid-dettalji personali maħruġa mill-MFSA (eż. – indirizz residenzjali u nru. tal-Karta tal-Identità)

*List of Directors with personal details issued by MFSA (i.e. – residential address and I.D. card no)*

b - Awtorizzazzjoni mid-diretturi biex l-applikant ikun jista' jiffirma għan-nom tal-kumpanija.

*Authorisation from the directors stating that applicant may sign on behalf of the company.*

**Sezzjoni D - Dettalji tal-Iskola tas-Sewqan**  
*Section D-Particulars of Motoring School*

**Isem tal-Iskola tas-Sewqan**  
*Name of Motoring School*

Numru tar-registrazzjoni tal-vetturi li se jintużaw għat-tagħlim.  
*Registration number of each vehicle to be used for the instruction of learners.*

1											2
3											4
5											6

- L-applikazzjonijiet biex wieħed ikollu Skola tas-Sewqan għandhom jinkludu l-informazzjoni u d-dokumenti li ġejjin:  
*Applications for keeping a motoring school shall include the following information.*
- In-numru ta' registrazzjoni ta' kull vettura bil-mutur li ser tintuża biex wieħed jitgħallem fuqha. Kopja ta- Certifikat tar-Registrazzjoni  
*The registration number of each motor vehicle to be used for the instruction of learners. Copy of Vehicle registration Certificate*
- Dikjarazzjoni li kull waħda mill-vetturi bil-mutur li ser jintużaw għat-tagħlim għandha sistema ta' kontroll doppju.  
*A declaration that all motor vehicles to be used for instruction have a dual control system.*
- Id-dettalji personali tal-ġhalliema tas-sewqan liċenzjati li jkunu ser jigu impjegati.  
*Personal details of the licensed driving instructors to be employed.*
- Ċertifikat riċenti tal-kondotta tal-Pulizija ta' min ser imexxi l-iskola tas-sewqan (l-applikant, diretturi jew insieħba).  
*Recent police conduct certificate of person managing the motoring school (applicant, directors or partners).*

**Sezzjoni E - Dettalji tal-ġhalliema liċenzjati tas-sewqan**  
*Section E - Details of licensed driving instructors*

Kunjom <i>Surname</i> _____	Isem <i>First name</i> _____
Nru tal-Identità <i>ID Card No</i> _____	Nru. tal-Liċenzja <i>License Nr.</i> _____
Indirizz tar-residenza f'Malta <i>Residential address in Malta</i> _____	

Kunjom <i>Surname</i> _____	Isem <i>First name</i> _____
Nru tal-Identità <i>ID Card No</i> _____	Nru. tal-Liċenzja <i>License No.</i> _____
Indirizz tar-residenza f'Malta <i>Residential address in Malta</i> _____	

Kunjom <i>Surname</i> _____	Isem <i>First name</i> _____
Nru tal-Identità <i>ID Card No</i> _____	Nru. tal-Liċenzja <i>License No.</i> _____
Indirizz tar-residenza f'Malta <i>Residential address in Malta</i> _____	

**Sezzjoni F - Dikjarazzjoni**  
*Section F - Declaration*

Niddikjara li l-informazzjoni mogħtija f'din l-applikazzjoni hija korretta u nagħti l-kunsens tiegħi lill-Awtorità tat-Trasport f'Malta sabiex inizzlu ismi, kunjom, l-isem tal-Iskola u l-indirizz tal-email tiegħi fir-reġistru tas-sit elettroniku tagħhom.

*I declare that the information submitted in this application is correct and hereby give my consent to the Authority of Transport in Malta to put my name, surname, Motoring School name and e-mail address on the TM website register.*

\_\_\_\_\_  
**Firma tal-applikant**  
*Signature of applicant*

\_\_\_\_\_  
**Data**  
*Date*

**Avviż tal-Infommazzjoni Protetta**

L-informazzjoni kollha miġbura f'din il-formola hija pproċessata skont il-Liġijiet tal-Privatezza li jinkludu r-Regolamenti Ġenerali dwar il-Protezzjoni tad-Data (Reg 2016/679/EU) u Kapitolu 586 tal-Liġijiet ta' Malta (Data Protection Act). L-informazzjoni pprovduta tista' tiġi mghoddija lil Awtoritajiet Pubbliċi u/jew Dipartimenti tal-Gvern ohra kif meħtieġ u kif permiss mil-Liġijiet Maltija. Transport Malta ta' Triq Pantar, Lija LJA2021 hija l-kontrollur ta' l-informazzjoni għall-iskop tal-liġijiet tal-privatezza. L-Avviż ta' Privatezza mehmuż ma' din l-applikazzjoni jstabbilixxi l-mod kif l-informazzjoni/data personali tingabar u tiġi pproċessata minn Transport Malta, kif ukoll il-passi li jittiehdu biex tiġi protetta din l-informazzjoni.

**Data Protection Notice**

*All data collected in this form is processed in accordance with the Privacy Laws that include General Data Protection Regulation (Regulation 2016/679/EU) and Chapter 586 of the Laws of Malta (Data Protection Act). The data provided may be exchanged with other Public Authorities and/or Government Departments as required and permitted by Maltese Law. Transport Malta of Triq Pantar, Lija, Malta, LJA2021 is the data controller for the purpose of the privacy laws. The Privacy Notice attached with this application sets out the way in which personal information/data is collected and processed by Transport Malta, as well as the steps that are taken to protect such information.*

**Sezzjoni G – Firem tat-Trasferiment**

*Section G – Transfer of Ownership Signatures*

**Kopja tal-Karta tal-Identita ta' kull Persuna**  
*Copy of Identity Cards*

Firma tas-Sid ta' Qabel <i>Signature of Previous Owner</i>	ID Card No: _____
Firma tas-Sid il-Gdid <i>Signature of New Owner</i>	ID Card No: _____
Firma tax-Xhud <i>Witness Signature</i>	ID Card No: _____

**FOR OFFICE USE ONLY**

Date application received	Documents checked by	
Standard fee to keep a Motoring School <b>€120.00 if permit is not renewed.</b>		
Date licence issued	Receipt number issued	Total fees paid € _____

## Data Protection Privacy Notice

Transport Malta of Triq Pantar, Lija, Malta, LJA 2021 is the Data Controller for the purpose of the Data Protection Act CAP 586 and the General Data Protection Regulation (EU) (GDPR) 2016/679. This Privacy Notice sets out the way in which we collect and process your Personal Information, as well as the steps we take to protect such information.

### 1. The information we collect and how we use it

- 1.1. From this Application Transport Malta collects different types of information which information is that required by Law and is used explicitly for your applications related to Vehicle Registration and Drivers Licences. It is to be noted that if the required information is not provided the said application could not be processed.
- 1.2. The primary purpose for collecting information is mainly to process the applications related to Vehicle Registration and Drivers Licences, however, your Personal information may also be used for related purposes that amongst other include: sending notifications, renewal of licence after expiry period, and for the provision of information with regards to any legislative amendments which may affect the services offered to you.

### 2. To whom we disclose information

- 2.1. This information will be solely used for the reasons detailed above. However there may be cases where personal information is shared with the following third parties for reasons listed below;
  - Any third party offering assistance in providing the service, including Insurance companies and Contractors responsible for the development of Vehicle Registration and Licensing or Driving Licences Applications;
  - Any law enforcement body who may have any reasonable requirement to access your personal information;
  - Third party entities responsible for the data processing and printing of relative licences.

### 3. Data Subject Rights

- 3.1. With respect to your privacy rights, Transport Malta is obliged to provide you with reasonable access to the Personal Data that you have provided to us. Your other principal rights under data protection law are:
  - a. the right for information;
  - b. the right to access;
  - c. the right to rectification;
  - d. the right to erasure;
  - e. the right to restrict processing;
  - f. the right to object to processing;
  - g. the right to data portability;
  - h. the right to complain to a supervisory authority; and
  - i. the right to withdraw consent.
- 3.2. If you wish to access or amend any Personal Data we hold about you, or to request that we delete any information about you, you may contact us by sending a request to [dataprotection.tm@transport.gov.mt](mailto:dataprotection.tm@transport.gov.mt). We will acknowledge your request within seventy-two (72) hours and will do our utmost to handle it promptly. We will respond to these requests within a month, with a possibility to extend this period for particularly complex requests in accordance with Applicable Law.
- 3.3. At any time, you may object to the processing of your Personal Data, on legitimate grounds, except if otherwise permitted by applicable law.
- 3.4. In accordance with Applicable Law, we reserve the right to withhold personal data if disclosing it would adversely affect the rights and freedoms of others. Moreover, we reserve the right to charge a fee for complying with such requests if they are deemed manifestly unfounded or excessive.

### 4. Retention period

- 4.1. Personal data will be retained for not more than 3 months from date of application should the application not be submitted complete or is rejected.
- 4.2. Once the Licence is issued, we will retain your information for as long as needed to provide you with our service, or to comply with our legal obligations, resolve disputes and enforce our agreements.

### 5. Security

- 5.1. We take appropriate security measures to protect against loss, misuse and unauthorized access, alteration, disclosure, or destruction of your information. Additionally, steps will also be taken to ensure the ongoing confidentiality, integrity, availability, and resilience of systems and services processing personal information, and will restore the availability and access to information in a timely manner in the event of a physical or technical incident. All information gathered is kept confidential and is used solely for the processing of Vehicle Registration and Licensing or Driving Licences.
- 5.2. If we learn of a security systems breach, we will inform you of the occurrence of the breach in accordance with applicable law.

### 6. Governing Law

All data collected in this form is processed in accordance with the Privacy Laws that include General Data Protection Regulation (Regulation 2016/679/EU) and Chapter 586 of the Laws of Malta (Data Protection Act).

### 7. Data Protection Officer

- 7.1. Transport Malta has a Data Protection Officer ("DPO") who is responsible for matters relating to privacy and data protection. The DPO can be reached at the above address or by email: [dataprotection.tm@transport.gov.mt](mailto:dataprotection.tm@transport.gov.mt)

### 8. Contacting us

- 8.1. Please address any questions, comments and requests regarding the application process to [info.tm@transport.gov.mt](mailto:info.tm@transport.gov.mt).