



### OPERATING RENTAL AGENCY FOR BICYCLES - Checklist

#### 1) Business Registration/ Shareholding

Individual	<ul style="list-style-type: none"><li>- National Identity Card</li><li>- Business Registration Card</li></ul>
Company	<ul style="list-style-type: none"><li>- Business Registration Card</li><li>- Certificate of Incorporation</li><li>- Letter from Company's Secretary certifying shareholding structure stating the names and nationalities of directors and shareholders, and respective number of shares</li></ul>
Société	<ul style="list-style-type: none"><li>- Business Registration Card</li><li>- Acte de Société or Partnership deed</li><li>- List of directors and partners of the Partnership, specifying their respective nationalities and certified by the Managing Director (Gérant)</li></ul>

- 2) Title deed/Lease agreement
- 3) Location/Site Plan (3 copies)
- 4) Master layout Plan indicating area (in m<sup>2</sup>) of all relevant parts pertaining to operations (3 copies)
- 5) Building and Land Use Permit (BLP) or Letter of no objection from respective Local Authority (if not situated within hotel premises)
- 6) Project Write-Up including:
  - Proposed itineraries
  - Types and number of bicycles
  - Risk Assessment / Safety and Security Plan
  - Maintenance Plan and Emergency Plan