



**MOTOR VEHICLES
INSURANCE LTD**

CHECKLIST 3.1

OWNERSHIP TRANSFER – INDIVIDUAL TO INDIVIDUAL

As per the company’s policy, customers **MUST** present the following documents/ requirements:

1. Original CTP Insurance Certificate/ Vehicle Summary Extract from MVIL/ Copy of CTP Insurance Certificate. The back of the certificate must be signed and disposed of by the previous owner.
2. Statutory Declaration forms from both parties (must be signed and stamped by a Commissioner of Oaths).
3. Valid ID copies (front and back) from both parties (must be signed and stamped by a Commissioner of Oaths).
4. Valid Safety Sticker (must have a six (6) months’ validity period).

VEHICLE MUST BE BROUGHT IN FOR INSPECTION

OFFICIAL USE ONLY

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| <ul style="list-style-type: none"> ▪ Inspection Officer inspects motor vehicle at MVIL car park. ▪ Inspection Officer completes Inspection Form with correct vehicle information. ▪ Inspection Officer completes Form 7 with correct vehicle information. ▪ Inspection Officer writes amount payable on Form 7. ▪ Customer signs Form 7 and Inspection Officer signs as witness. | <ul style="list-style-type: none"> ▪ Inspection Officer refers customer to Inspection Station for Safety Sticker. ▪ Customer pays at cashier. ▪ Collection Officer issues documents to customer. ▪ Collection Officer attaches Form 7 together with copies of documents with yellow copy of the insurance certificate. ▪ Filing Officer files the papers in the filing room by registration plate number. |
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Inspection Officer:

Signature:

Date:

Manager/ TL:

Signature:

Date:

