



**MOTOR VEHICLES
INSURANCE LTD**

CHECKLIST 3.3

VEHICLE OWNERSHIP TRANSFER – INDIVIDUAL TO ORGANISATION

Customers **MUST** present the following documents/ requirements:

1. Original CTP Insurance Certificate/ Vehicle Summary Extract from MVIL/ Copy of CTP Insurance Certificate. Back of certificate must be signed by previous owner.
2. Statutory Declaration forms from both parties and valid ID copies (front and back).
3. Acceptance Letter from the buyer – Government/ Organisation/ Company. If small company, IPA Certificate must be attached).
4. Valid Safety Sticker. Must have a six (6) months validity period.

VEHICLE MUST BE BROUGHT IN FOR INSPECTION

OFFICE 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 to put safety sticker. ▪ Customer pays at cashier. ▪ Collection Officer issues documents to customer. ▪ Collection Officer attaches Form 7 together with copies of documents and yellow copy of the insurance certificate. ▪ Filing Officer files the papers in the filling room by Registration plate number. |
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Inspection Officer: Signature: Date:

Manager/ TL: Signature: Date:

