



**MOTOR VEHICLES  
INSURANCE LTD**

## CHECKLIST 3.5 (2)

### EXTERNAL TENDER VEHICLE

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

1. Original CTP Insurance Certificate. Back of certificate must have company stamp to dispose vehicle.
2. Disposal Letter from the registered company with Common Seal stamp.
3. Tender Notice from Government, SOE or private organisation.
4. Bid Offer Letter.
5. Acceptance Letter from buyer.
6. Separate Statutory Declaration forms stamped and signed by the new and former owner.
7. Valid ID copies (front and back) from new owner and representative of organisation. Any form of ID but not personal ID from person making declaration.
8. Advertisement notice.
9. Valid Safety Sticker. Must have a six (6) months validity period.

#### VEHICLE MUST BE BROUGHT IN FOR INSPECTION

#### OFFICE USE ONLY

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

Signature:

Date:

Manager/ TL:

Signature:

Date:

