



**MOTOR VEHICLES
INSURANCE LTD**

CHECKLIST 3.8

MOTOR VEHICLE OWNER GOING FINISH

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

1. Original CTP Insurance and Registration Certificate. Back of certificate must be signed by registered owner.
2. Statutory Declaration forms signed and stamped by both parties.
3. Valid ID copies (front and back) from both parties. Any form of ID but not personal ID.
4. Confirmation Letter of employment from the seller, if requirement 2 and 3 are not available
5. Police Clearance from CID Motor Squad.
6. Valid Safety Sticker. Must have a six 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:

