



**MOTOR VEHICLES  
INSURANCE LTD**

## CHECKLIST 4.10

### NEW IMPORT – HEAVY VEHICLES AND TRAILERS

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

1. Current original CTP Insurance Certificate and Registration Certificate.
2. Import documents (for new or used imports).
3. Complete Form 7 (for vehicles from Motor Car Dealers).
4. Valid Safety Sticker. Must have a six (6) months validity period.

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#### VEHICLE MUST BE BROUGHT IN FOR INSPECTION

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##### OFFICIAL USE ONLY

- 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.
- 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.

Inspection Officer:

Signature:

Date:

Manager/ TL:

Signature:

Date:

