



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.

VEHICLE MUST BE BROUGHT IN FOR INSPECTION

OFFICE 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:

