



MOTOR VEHICLES
INSURANCE LTD

CHECKLIST 4.4

PLATE CHANGE – BLACK & WHITE TO ‘Z’ PLATE

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

1. Original CTP Insurance Certificate and Registration Certificate.
2. Copy of ‘Z’ plate application form from Department of Transport. Not necessary if not provided.
3. 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:

