



**MOTOR VEHICLES
INSURANCE LTD**

CHECKLIST 4.5

REQUEST FOR NEW PLATE – STOLEN VEHICLE

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

1. Original CTP Insurance Certificate and Registration Certificate.
2. Statutory Declaration form from registered owner signed and stamped by a Commissioner of Oaths.
3. Valid ID copy of the owner (front and back). Any form of ID but not personal ID.
4. Indemnity receipt copy from CID Motor Squad with crime report number.
5. Clearance letter from company if the vehicle is owned by a company.
6. 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:

