



MOTOR VEHICLES
INSURANCE LTD

CHECKLIST 4.7

PLATE CHANGE – BLACK & WHITE TO ‘DC’ PLATE

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

1. Current original CTP Insurance Certificate and Registration Certificate.
2. Letter from Department of Foreign Affairs (Protocol Division) to Department of Transport (DOT).
3. Approval letter from the DOT.
4. Statutory Declaration form. Signed and stamped by a Commissioner of Oaths.
5. Valid ID copies (front and back). Any form of ID but not personal ID from both parties if it is a private to private transaction.
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 filing room by Registration plate number. |
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Inspection Officer:

Signature:

Date:

Manager/ TL:

Signature:

Date:

