



**MOTOR VEHICLES
INSURANCE LTD**

CHECKLIST 4.8

NEW NUMBER PLATE REQUEST

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

1. Original CTP Insurance and Registration Certificate.
2. Statutory Declaration form from registered owner. Signed and stamped by a Commissioner of Oaths.
3. Valid ID copy (front and back) of the vehicle owner. Any form of ID but not personal ID.
4. Clarification Letter from organisation if vehicle is owned by an organisation.
5. 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 for Safety Sticker.
- Customer pays at cashier.
- Collection Officer issues papers to customer.
- Collection Officer attaches **Form 7** together with copies of documents with yellow copy of the insurance. Filing Officer files the papers in the filing room by
- Registration plate number.

Inspection Officer:

Signature:

Date:

Team Leader/Mgr:

Signature:

Date:

