



MOTOR VEHICLES
INSURANCE LTD

CHECKLIST 1.1

RENEWAL OF INSURANCE AND REGISTRATION IF MOTOR VEHICLE IS EXPIRED FOR MORE THAN ONE (1) YEAR

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

1. Previous CTP Insurance Certificate/ Vehicle Summary Extract from MVIL records.
2. Valid ID copy of the vehicle owner (*clarification letter with stamp will do if the vehicle is owned by an organisation*).
3. Valid Safety Sticker(*must have six (6) months validity period*).

VEHICLE MUST BE BROUGHT IN FOR INSPECTION

OFFICIAL 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:

