



**MOTOR VEHICLES
INSURANCE LTD**

CHECKLIST 2.3

IMPORTED VEHICLE – UNDER DIPLOMATIC PRIVILEGES

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

1. PNG Customs Payment and Clearance Receipt.
 - Official Receipt of Payment.
 - Valuation Report.
 - Assessment Report (Customs **Form 11** and nil processing fee).
2. Bill of lading or Way Bill.
3. Suppliers Invoice or Purchase Invoice.
4. Personal Effect Statutory Declaration Form from PNG Customs (Must be signed by the Commissioner of Oaths).
5. Duty Exemption Letter from PNG Customs/ Government/ Diplomatic Mission or any Aid-Funded and Non-Profit Organization.
6. JEVIC Report/ NCR if vehicle is imported from Japan, Singapore or China.
7. Road Traffic Authority (RTA) On-Shore Report.
8. Valid Safety Sticker (Six (6) month's validity period).

VEHICLE MUST BE BROUGHT IN FOR INSPECTION

OFFICIAL 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:	<input type="text"/>	Signature:	<input type="text"/>	Date:	<input type="text"/>
Manager/ TL:	<input type="text"/>	Signature:	<input type="text"/>	Date:	<input type="text"/>

