



**MOTOR VEHICLES  
INSURANCE LTD**

**CHECKLIST 3.1**

**OWNERSHIP TRANSFER – INDIVIDUAL TO INDIVIDUAL**

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

1. Original CTP Insurance Certificate/ Vehicle Summary Extract from MVIL/ Copy of CTP Insurance Certificate *(back of the certificate must be signed by the previous owner)*.
2. Two (2) Statutory Declaration forms from BOTH PARTIES *(must be signed and stamped by a Commssioner of Oaths)*.
3. Two (2) valid ID copies, front and back, from BOTH PARTIES *(must be signed and stamped by a Commssioner of Oaths)*.
4. Valid Safety Sticker *(must have a six (6) month's 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:	<input type="text"/>	Signature:	<input type="text"/>	Date:	<input type="text"/>
Manager/ TL:	<input type="text"/>	Signature:	<input type="text"/>	Date:	<input type="text"/>

