



MOTOR VEHICLES
INSURANCE LTD

CHECKLIST 3.6

ENDORSEMENT – PMV/ TAXI PLATE TO PRIVATE NUMBER PLATE

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

1. Original CTP Insurance and Registration Certificate (*signed at the back by the insured and registered owner*).
2. Statutory Declaration forms from BOTH PARTIES (*signed by a Commissioner of Oaths*).
3. Two valid ID copies, front and back, from both parties (*any form of ID but not personal ID from person making declaration or PMV license holder*).
4. Clarification letter from the registered Taxi/ PMV Transport Company.
5. Valid Safety Sticker (*must have a 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:

