



MOTOR VEHICLES
INSURANCE LTD

CHECKLIST 3.9

SALVAGED MOTOR VEHICLE

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

1. Original CTP Insurance and Registration Certificate (*if lost, copy from file*).
2. Letter from Insurance/ Finance Company (*confirming the sale*).
3. Receipt copy from the disposer (*for proof of payment received*).
4. Two (2) Statutory Declaration forms (*signed and stamped by both parties*).
5. Valid ID copy, front and back, (*any form of ID but not personal ID from person making the declaration*).
6. Surety Letter/ Agreement from owner if the vehicle is sold by auctioneers on their behalf.
7. Valid Safety Sticker (*must have six (6) months' 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:

Signature:

Date:

Manager/ TL:

Signature:

Date:

