



**MOTOR VEHICLES
INSURANCE LTD**

CHECKLIST 4.1(a)

SWAPPED ENGINE OR CHASSIS – COMPANY

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

1. Disposal letter from the company must be presented.
2. Valid ID copy (front and back) and Statutory Declaration of the undersigned.
3. Valid ID copy (front and back) and Statutory Declaration of the new owner.
4. CTP insurance and registration papers (*if lost, copy from VRM system*).
5. Police Clearance (*if recognized in the system*).
6. 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:	<input type="text"/>	Signature:	<input type="text"/>	Date:	<input type="text"/>
Manager/ TL:	<input type="text"/>	Signature:	<input type="text"/>	Date:	<input type="text"/>

