



MOTOR VEHICLES
INSURANCE LTD

CHECKLIST 4.8

NEW NUMBER PLATE REQUEST

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

1. Original CTP Insurance and Registration Certificate.
2. Statutory Declaration form from registered owner signed and stamped by a Commissioner of Oaths.
3. Clarification letter from company/ organisation (if vehicle is owned by an organisation).
4. Valid ID copy, front and back, of the registered owner (any form of ID but not personal ID).
5. Valid Safety Sticker (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:

