



**MOTOR VEHICLES  
INSURANCE LTD**

CHECKLIST 2.1

**IMPORTED VEHICLE – INDIVIDUAL/ CORPORATE**

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

1. PNG Customs Payment and Clearance Receipt:
  - Payment Receipt (with Bird of Paradise Emblem).
  - Assessment Report or Customs Form 11.
  - Bank TT Form.
2. Bill of Lading or Way Bill.
3. Invoice from supplier Overseas (Motor Car Dealer e.g Japan, Australia, Singapore & etc).
4. JEVIC Report/ NCR if the vehicle is imported from Japan, Singapore or China.
5. Road Traffic Authority (RTA) On-shore Report.
6. Valid Safety Sticker (six (6) months Validity period).
7. Consignee ID copy (individual) and IPA Certificate (if company) must be produced.

**VEHICLE MUST BE BROUGHT IN FOR INSPECTION**

**OFFICIAL USE ONLY**

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| <ul style="list-style-type: none"> <li>▪ Inspection Officer inspects motor vehicle at MVIL car park.</li> <li>▪ Inspection Officer completes Inspection Form with correct vehicle information.</li> <li>▪ Inspection Officer completes <b>Form 7</b> with correct vehicle information.</li> <li>▪ Inspection Officer writes amount payable on <b>Form 7</b>.</li> <li>▪ Customer signs <b>Form 7</b> and Inspection Officer signs as witness.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Inspection Officer refers customer to Inspection Station to put safety sticker.</li> <li>▪ Customer pays at cashier.</li> <li>▪ Collection Officer issues documents to customer.</li> <li>▪ Collection Officer attaches <b>Form 7</b> together with copies of documents and yellow copy of the insurance certificate.</li> <li>▪ Filing Officer files the papers in the filling room by Registration plate number.</li> </ul> |
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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"/>

