



**MOTOR VEHICLES
INSURANCE LTD**

CHECKLIST 2.2

LICENSED MOTOR CAR DEALER IMPORTS

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

Used Car Dealers

- 1. **Form 7** fully completed with the Dealer’s Common Seal Stamp.
- 2. Valid Safety Sticker (six (6) month’s validity period).

New Car Dealers

- 1. **Form 7** fully completed with the Dealer’s Common Seal Stamp.
- 2. Valid Safety Sticker (six (6) month’s validity period).

New Car Dealer’s License Entrance

- 1. Present Motor Car Dealer License both used and new.
- 2. **Form 7** fully completed with the Dealer’s Common Seal Stamp.
- 3. Valid Safety Sticker (six (6) month’s 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 filing room by Registration plate number.

Inspection Officer:

Signature:

Date:

Manager/ TL :

Signature:

Date:

