



**MOTOR VEHICLES
INSURANCE LTD**

CHECKLIST 3.2

OWNERSHIP TRANSFER – ORGANISATION TO INDIVIDUAL

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

1. Original CTP Insurance Certificate/ Vehicle Summary Extract from MVIL/ Copy of CTP Insurance Certificate (*back of the certificate must be stamped by the previous owner*).
2. Disposal letter from the organisation (*under official letter head with common seal on it*).
3. IPA Company Extract copy (*small to medium private organisations, including hires*).
4. Undersign person’s Statutory Declaration and valid ID copy (*front and back*).
5. New Owner’s Statutory Declaration and valid ID copy (*front and back*).
6. Valid Safety Sticker (*must have a 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:	

