



**MOTOR VEHICLES  
INSURANCE LTD**

## CHECKLIST 3.4

### OWNERSHIP TRANSFER – ORGANISATION TO ORGANISATION

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 owner/ organisation (*under official letter head with common seal on it*).
3. Statutory Declaration forms from both parties and valid ID copies (*front and back*).
4. Acceptance letter from the buyer, Government, organisation or company (*if small company, IPA Certificate must be attached*).
5. 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"> <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:

Signature:

Date:

Manager/ TL:

Signature:

Date:

