



**MOTOR VEHICLES
INSURANCE LTD**

CHECKLIST 4.1(b)

SWAPPED ENGINE OR CHASSIS – INDIVIDUAL

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

1. Valid ID copy (front and back) and Statutory Declaration of the owner.
2. Valid ID copy (front and back) and Statutory Declaration of the new owner.
3. CTP insurance and registration papers (*if lost, copy from VRM system*).
4. Police Clearance (*if recognized in the system*).
5. Valid Safety Sticker(*must have 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:

