



MOTOR VEHICLES  
INSURANCE LTD

## CHECKLIST 4.2

### COLOUR CHANGE OR SPRAY PAINTED MOTOR VEHICLE

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

1. Original CTP Insurance and Registration Certificate (*if lost, copy from VRM System*).
2. Statutory Declaration Form from registered owner (*signed and stamped by a Commissioner of Oaths*).
3. Valid ID, front and back.
4. Company/ organisation letter if vehicle is owned by either.
5. Valid Safety Sticker (*must have six (6) months 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 filling room by Registration plate number.

Inspection Officer:

Signature:

Date:

Manager/ TL:

Signature:

Date:

