



**MOTOR VEHICLES  
INSURANCE LTD**

## CHECKLIST 4.3

### ENDORSEMENT – PRIVATE NUMBER PLATE TO PMV/ TAXI PLATE

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

1. Original CTP Insurance and Registration Certificate.
2. Statutory Declaration form from registered owner signed and stamped by a Commissioner of Oaths.
3. Valid ID copy from the owner (any form of ID but not personal ID).
4. Taxi Meter approval letter.
5. Inspection report from the Road Traffic Authority.
6. Acceptance letter and Statutory Declaration from the Taxi/ PMV transport company to operate under it.
7. Company extract and ID copy from the company director.
8. Valid Safety Sticker (*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:

