

GENERAL RULES THAT SHALL STRICTLY BE COMPLIED WITH AT ALL TIMES

1. Motor Vehicle Licences coming into expiry in the current month shall be accepted by the 16th of the current month and not earlier.
2. **Cheque**
 - (i) Third party cheque shall not be accepted, that is where the drawer’s name on the cheque differs from that on the vehicle’s registration book.
 - (ii) The latest NTA’s list of ‘Dishonoured Cheques’ shall always be consulted before acceptance of a cheque.
 - (iii) A. Post-dated cheque shall not be accepted.
B. Pre-dated cheque which is valid shall be accepted.
 - (iv) The following information shall clearly be provided on verso of the cheque.
 - A. The vehicle registration number;
 - B. The name and the full address of the owner of the vehicle; and
 - C. The telephone number (fixed and/or mobile) of the owner of the vehicle.
3. All documents produced shall be originals and shall not contain any erasure or correction or overwriting. If they do, these documents shall bear an authorised signature and the seal of the National Transport Authority or that of the Insurance Company near every such erasure, correction or overwriting.
4. In case the 15th day falls on a Saturday, Sunday, a Public Holiday, a Cyclonic day or a non-working day, renewal shall be accepted on the next working day. After that period a fine is chargeable and all such cases shall be referred to the NTA.
5. If the expiry date of the Motor Vehicle Licence is not mentioned on the Vehicle’s Registration Book, the Motor Vehicle Licence shall not be renewed and the customer shall be referred to the NTA.
6. **Insurance Certificate**
 - a. ‘Insurance Vignette’ in lieu of ‘Insurance Certificate’ or ‘Cover Note’ shall not be accepted.
 - b. The name of the owner of the vehicle on the ‘Insurance Certificate/Cover Note’ shall be the same as mentioned on the ‘Vehicle’s Registration Book’ and the ‘Carrier or Public Service Vehicle Licence’.
 - c. The vehicle’s registration number on the ‘Insurance Certificate’ shall be the same as mentioned on the ‘Vehicle’s Registration Book’, the ‘Test Certificate or Certificate of Fitness’ and the ‘Carrier or Public Service Vehicle Licence’.
 - d. The ‘Insurance Certificate’ shall obligatorily cover the entire renewal period of the licence.
7. The ‘Test Certificate’ or ‘Certificate of Fitness’ shall cover at least one day of the renewal period of the MVL. The vehicle’s registration number on the ‘Test Certificate’ or ‘Certificate of Fitness’ shall be the same as mentioned on the ‘Vehicle’s Registration Book’, the ‘Insurance Certificate’ and the ‘Carrier or Public Service Vehicle Licence’.
8. **‘A’ or ‘B’ Carrier or Public Service Vehicle Licence**
The same rules that apply to ‘Insurance Certificate’ shall strictly be complied with.
9. 1 ton = 1,000.00 kg
10. All cancelled MVL Disc shall be clearly crossed out and marked ‘Cancelled’ and stapled with the duplicate and the triplicate discs in the booklet.
11. It is mandatory to mention clearly the “Taxation Class” of the vehicle on the MVL Disc.

Taxation Class	Entry on MVL Disc	Taxation Class	Entry on MVL Disc
Motor Car/Dual Purpose registered on a private name	M/Car or DP	Contract Bus	C/Bus
Motor Car/Dual Purpose registered on a Company or Trade Name or Association	M/Car CO or DP CO	Trailer	‘A’ or ‘B’
Contract Car	C/Car	Goods Vehicle – Carrier ‘A’	‘A’
Taxi	Taxi	Goods Vehicle – Carrier ‘B’	‘B’
Heavy Motor Car	HMC	Motorcycle	M/Cycle