

# SECTION 3

OTHER

LOANS

AND

DISPOSAL

OF

THE MOTOR VEHICLE

# REQUIREMENTS FOR INSURANCE LOANS

## Document supporting loan eligibility:

- Completed Insurance Loan Application Form

## Documents relating to transaction of loan

### RENEWAL NOTICE

Particulars:

- Name of the insured
- Vehicle Registration Number
- Premium Amount - breakdown showing discounts and net cost for the coverage
- Type of Coverage - Comprehensive
- Period of coverage-start and end date

***N.B Receipt from last Insurance***  
***(If loan was granted by Comptroller of Accounts***  
***and the receipt was NOT submitted)***



# REQUIREMENTS FOR REPAIR LOANS

## Document supporting loan eligibility:

- **Completed Repair Loan Application Form.**

## **First Time Repair Loan Applicants must have the following:**

- Up- to- date True Certified Copy /Extract of motor vehicle from Transport Commissioner
- Certified copy of letter of Appointment

## Document supporting Transaction:

- **Copy of current Insurance Certificate showing amount and type of coverage.**
- **Detailed estimate from a reputable garage (labour and material cost must be shown separately, with materials being itemized and cost attached to each item).**



# PROCEDURE FOR DISPOSAL

- **Ensure your outstanding balances on all loans are liquidated.**

## **To liquidate your outstanding balances you should:**

- Submit a certified statement of balances from your Department. Where amounts were deducted in the current month but not yet submitted to the Treasury Div; a certified statement to this effect should be sent to avoid double payment.
- Request your loan balances inclusive of interest charges from the Loans Management Unit in order to determine your exact indebtedness.
- Request from the Loans Management completed deposit vouchers to effect payment at the Paybranch Unit, Treasury Division or any District Revenue Office.
- Request and complete “Request for Disposal” form and submit with your receipt of payment in full to the Loans Management Unit.

**Upon approval for disposal of your Motor Vehicle**  
the Loans Management Unit will advise the following  
*Agencies:*

- *Transport Division*
- *The Accounting Unit of your Ministries/Departments*
- *Board of Inland Revenue*
- *Chief State Solicitor’s Department*
- *Your Insurance Company (where your motor vehicle was insured)*



## OFFICERS WITH PREVIOUS PURCHASE LOAN

In order to determine Government's share of the value of your Motor Vehicle purchased with a loan from Comptroller of Accounts, it is necessary to have the vehicle appraised. The appraised value of motor vehicle purchased with last Loan will be determined by:

- i. The insured value at the time of sale or transfer  
or
- ii. Trade-in receipt from reputable car firm/dealer  
or
- iii. Depreciated value of 25% after the 1st year, and 5% thereafter  
or
- iv. Appraised value from Transport Commissioner  
Obtain from Comptroller of Accounts a request for the Transport Commissioner to appraise your motor vehicle.

Your letter of disposal will indicate the amount representing Government's share of the value of the Motor Vehicle which will be deducted from the cost of the new vehicle to determine the quantum of the loan



# GETTING IT STRAIGHT

Applicants for Motor Vehicle Purchase, Insurance and Repair Loans should pay particular attention to the under-mentioned areas that can avoid the processing of applications;

## 1. Application Form

All relevant sections must be completed. Applicant should ensure that the following information is supplied:

- i. Accounting Unit Code
- ii. Sub-Accounting Unit Code
- iii. Income Tax File Number
- iv. NIS Number
- v. HR/IHRIS Number
- vi. Date of Birth
- vii. Post and Salary Range (*where possible*)
- viii. Contact Number
- ix. Name and Address



## 2. True Certified Extract:

- i. Name and Address must be correct
- ii. Value Added Tax and Motor Vehicle Tax Exemptions must be stated
- iii. Restrictions from Board of Inland Revenue must be stated, i.e. not to be transferred within two (2) years without approval.

## 3. Full Comprehensive Insurance Policy (1 year)

- i. Original Policy must be submitted.
- ii. The c.c. rating of the vehicle must be the same as that on the True Certified Extract.
- iii. The **Chassis and Engine Numbers** of the vehicle must be quoted correctly.
- iv. The **Comptroller of Accounts** must be named as the Mortgagee for the vehicle.
- v. **6% Government** Tax must be added to premium.
- vi. The insurance **must cover the full amount of the loan plus all exemptions**

