



Government of The Republic of Trinidad And Tobago
Ministry of Finance
Treasury Division, Loans Management Unit

GENERAL REQUIREMENTS
MOTOR VEHICLE PURCHASE LOAN
APPLICABLE TO ALL CATEGORIES OF OFFICERS

☐ Permanent ☐ Acting ☐ Temporary ☐ Contract

- 1) Covering memo from Ministry/Department
- 2) Completed Application Form
- 3) a) Letter of Appointment Permanent/Temporary/Promotion (Original or Certified Copy)
And/ Or
b) Approval for Acting Appointment for a current 6 months.
And/ Or
c) Delegated approval from Permanent Secretary for Acting Appointment
- 4) Unregistered Memorandum of Satisfaction if vehicle is mortgaged to another Institution
- 5) Pro forma Invoice
- 6) Motor Vehicle Tax/ VAT Exemption Certificate Originals
(1 addressed to COA and 1 addressed to Transport Commissioner)
- 7) Certified Copy of Ownership
- 8) Full Comprehensive Insurance Policy (Original)
- 9) Receipt from Sale or an Appraised value of Motor Vehicle, which was purchased with previous Government loan.
- 10) Driver's Permit and Identification card

NB: For Temporary and Acting Positions

Applicants should ensure that their substantive salary can accommodate the loan instalments.

1) INSTRUCTIONS TO COMPLETE APPLICATION FORM- PURCHASE/INSURANCE

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

➤ **Section A- Applicant**

The Insurance premium must **only** be stated in this Section if the applicant is also applying for a loan to insure the Motor Vehicle. In this case the amount in words must represent a total of the Purchase and Insurance loans being requested.

➤ **Section B- Human Resource Unit**

All relevant fields must be completed. Please ensure a contact number, signature and stamp is affixed.

➤ **Section C- Pay sheet**

All fields must be completed. Please ensure a contact number, signature and stamp is affixed.

➤ **Section D- Head of Department and Permanent Secretary**

For persons acting in a higher post, this post must be stated here, as well as the authority for scheduling of the acting post.

All relevant fields must be completed. Please ensure signatures and stamps are affixed.

➤ **Section E- Acting Appointments ONLY**

All fields must be completed. Please ensure a contact number, signatures and stamps are affixed.

2) CERTIFIED EXTRACT OR COPY OF OWNERSHIP MUST INCLUDE THE FOLLOWING:

- Name and Address must be spelt correctly.
- Value Added Tax and Motor Vehicle Tax Exemptions must be stated.
- Restrictions from Board of Inland Revenue
- Ministry of Trade (if applicable), (not to be transferred within two (2) years or three (3) years respectively without approval).
- The type of body must be specified, e.g. Sedan, Station Wagon.
- The description must be completed:
 - Make of vehicle
 - Right/left hand drive
 - Number of doors
 - Country and year of manufacture
 - Chassis and Engine Numbers
 - Seating Capacity
 - Vehicle number
 - Cubic Capacity
 - 1 day insurance

3) INSURANCE POLICY (1 YEAR)

- Original Policy must be submitted.
- Details on Policy must be the same as that shown on the Certified Copy of Ownership i.e.
 - Name
 - Address
 - Profession
 - Registration Number
 - Engine Number
 - Chassis Number
 - Cubic Capacity
 - Seating capacity
 - Make/Model
 - Year of manufacture
 - Body type
 - Mortgage Clause i.f.o. COA
 - Full Comprehensive
 - Period of Insurance-i.e. 1 year start and end date
 - Amount Insured-the insurance must cover the full amount of the loan plus VAT, MVT and/or import duty exceptions
 - Premium – showing breakdown i.e.

Premium	- \$
6% Gov't tax	- \$
Total	- \$

REQUIRMENTS – CONTRACT OFFICERS

- **Documents supporting your Loan eligibility**
- **Completed application form excluding Section E**
- **Certified Copies are required for the following:**
 - Cabinet Minute creating the contract position
 - Memorandum from Chief Personnel Officer indicating Terms and Conditions of employment, including any subsequent variations
 - Ministerial Minute approving the employment with the stipulated Terms and Conditions
 - Signed Copy of Contract agreement from the Chief state Solicitor (where possible)
 - Letter of Assumption of duty from the Human Resource Unit

If the remaining period of your contract is shorter than the maximum repayment period of six years, you may request the Comptroller of Accounts to defer a portion of your repayment against your net contract gratuity.

If you wish to do, please tick the appropriate box on Section A of the application form. Approval may be granted after consideration of all the relevant facts.

ADDITIONAL REQUIREMENTS

➤ **NEW VEHICLES**

Pro- forma Invoice from firm must show:

- Description of vehicle
 - Registration number
 - Chassis Number
 - Engine Number
 - Showroom Price
 - Registration Fee
 - Cost of Number plate
 - Value Added Tax
 - Motor Vehicle Tax (if applicable)
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➤ **USED VEHICLES**

1) Letter/Invoice from Seller/Firm must show:

- Description of vehicle
- Buyer's Name
- Seller's Name
- Registration Number
- Price
- Value Added Tax (if applicable)
- Motor Vehicle Tax (if applicable)
- Engine Number
- Chassis Number
- Cubic Capacity

2) Appraisal Report from Transport Commissioner
(Letter requesting appraisal, issued by C.O.A.)

3) Updated Certificate of Ownership
(Must include – Details of New Insurance Policy, name of all previous owners and new owner and Restriction from Chairman Board of Inland Revenue)

4) Certificate of Title Search Report
(Including Hire Purchase and Mortgage Search Report)

5) Commitment Letter from Insurance Company/Individual
(Full Comprehensive coverage to be provided where vehicle is more than five (5) years old)

➤ **ROLL ON/ ROLL OFF – REGISTERED DEALERS**

- 1) Pro- forma Invoice from firm must show:
 - Description of vehicle
 - Buyer's Name
 - Seller's Name
 - Registration Number
 - Price
 - Value Added Tax
 - Motor Vehicle Tax (if applicable)
 - Engine Number
 - Chassis Number
 - Cubic Capacity
 - 2) Copy of Warranty
 - 3) Commitment Letter from Insurance Company/ Individual (i.e. Full Comprehensive coverage to be provided where vehicle is more than five (5) years old)
 - 4) Appraisal report from Transport Commissioner (Letter requesting appraisal issued by C.O.A.)
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➤ **ROLL ON/ ROLL OFF – INDIVIDUALS WHO IMPORT THEIR OWN VEHICLES**

- Pro-forma Invoice from foreign company (Original)
- Licenses – Ministry of Trade and Industry(Certified Copy)
- Form C82 (Customs Document)(Certified Copy)
- Assessment Notice and/ or Receipt from customs (Certified Copy)
- Restrictions on Certified Copy (From Transport Commissioner with respect to Ministry of Trade and Industry and Chairman Board of Inland Revenue)
- Commitment Letter from Insurance Company/Individual (i.e. Full Comprehensive coverage to be provided where vehicle is more than five (5) years old)
- Appraisal Report from Transport Commissioner (Letter requesting appraisal issued by C.O.A.)
- Statement of Expenses (Original Receipts to be attached)

