**Documents requested for TRADE IN**:

* Tax Invoice( Chassis, year model, customer banking details on the invoice)
* Copy of Reg Doc
* Copy of Valid Licence disk
* Settlement letter (If Title holder is the bank)
* Paid up letter(If paid up by the bank)
* Trade in Schedule (Signed by Top Used)
* VSOA
* Intake Inspection Report( Dekra)
* Vehicle location Confirmation ( By Email )
* Customer Cancelled Cheque/ Banking details confirmation

**Documents requested for BUY Back:**

* Tax Invoice( Chassis, year model, customer banking details on the invoice)
* Copy of Reg Doc
* Copy of Valid Licence disk
* Settlement letter (If Title holder is the bank)
* Paid up letter(If paid up by the bank)
* Buy Back Contract( Ronelly)
* Intake Inspection Report( Dekra)
* Vehicle location Confirmation ( By Email )
* Customer Cancelled Cheque/ Banking details confirmation

**Documents requested for IN/OUT:**

* Tax Invoice( Chassis, year model, customer banking details on the invoice)
* Copy of Reg Doc
* Copy of Valid Licence disk
* Settlement letter (If Title holder is the bank)
* Paid up letter(If paid up by the bank)
* Trade cover/OTP
* Trade in Schedule (Signed by Top Used)
* VSOA
* Proof of payment from the THIRD PARTY(customer who gave the offer or signed the OTP)