

**MOTOR ACCIDENT  
CLAIM FORM**

**MOTORONGELUK  
EISVORM**

		<b>INSURER</b>								<b>VERSEKERAAR</b>		
		BROKER / AGENT								MAKELAAR / AGENT		
<b>Insured</b>	Policy Number									Polisnommer		
	Name and Occupation									Naam en Beroep		
	Identity Number									Identiteitsnommer		
	Address and (Day) Phone Number									Adres en (Dag) Telefoonnommer		
<b>Vehicle</b>	If vehicle subject to Hire Purchase, Credit or Leasing Agreement, state name and address of Finance Company	Make/Fabrikaat	Tare/Tarra		Gross Veh. Mass Brute Voert. Massa		Kilometers completed Kilometers afgele		Indien voertuig onder Huurkoop, Krediet of Bruikhuurooreenkoms is, meld naam en adres van Finansieringsmaatskappy			
		Registration No. Registrasie Nr.	Value Waarde		Model and Year Model en Jaar		Date of Purchase and Price Paid Datum van koop en bedrag betaal					
	In whose name is the vehicle registered?									In wie se naam is die voertuig geregistreer?		
<b>Damage</b>	Damage to own vehicle									Skade aan u eie voertuig		
	Estimate for repairs or attach quotation									Beraamde herstelkoste of heg kwotasie aan		
	Repairer's name, address and telephone number									Hersteller se naam, adres en telefoonnummer		
	Where can your damaged vehicle be inspected?									Waar kan u beskadigde voertuig ondersoek word?		
<b>Driver</b>	Full name									Volle Naam		
	Address									Adres		
	Occupation									Beroep		
	Identity Number									Identiteitsnommer		
	Driving Licence	No.	Nr.	Date	Datum	Place	Plek	Code	Kode	Full/Vol	Learner/ Leerling	Rybewys
	State fully the purpose for which the vehicle was being used									Meld volledig die doel waarvoor die voertuig gebruik is		
	Was he/she driving with your permission?									Het hy/sy met u toestemming bestuur?		
	Was he/she in your employ?									Was hy/sy in u diens?		
	Is he/she the owner of another vehicle? If yes give name of Insurer and policy number									Is hy/sy die eienaar van 'n ander voertuig? Indien ja, meld naam van Versekeeraar en polisnommer		
	Details of any convictions for motoring offences									Besonderhede van enige veroordelling weens motorry-oortredings		
	Has licence ever been endorsed?									Is rybewys ooit geendosseer?		
	Has he/she any physical defects?									Ly hy/sy aan enige liggamlike gebreke?		
Details of previous accidents									Besonderhede van vorige ongelukke			
<b>Passengers</b>	PASSENGERS IN INSURED VEHICLE	Name / Naam	Address / Adres		Injury / Beseering		PASSENIERS IN VERSEKERDE VOERTUIG					
For what purpose were they carried?									Met watter doel is hulle vervoer?			
Are they employees?									Is hulle werknemers?			

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Other Party	OTHER VEHICLE	Registration No Registrasienr.	Make Fabrikaat	Name and Address of Owner and Driver Naam en Adress van Eienaar en Bestuurder		Details of damage Besonderhede van skade	ANDER VOERTUIE	Ander Party
	PROPERTY OTHER THAN VEHICLES	Name and Address of Owner Naam en Adres van Eienaar			Details of damage Besonderhede van skade		EIENDOM UITGESONDERD VOERTUIE	
PERSONAL INJURIES (OTHER THAN IN INSURED VEHICLE)	Name of Injured Naam van Beseerde	Relationship to accident eg Driver, Passenger etc Verband met die ongeluk bv. Bestuurder, Passasier ens.		Details of Injuries Besonderhede van Beserings	Name of Hospital if applicable Naam van Hospitaal indien van toepassing		PERSOONIKE BESEERINGS (UITGESONDERD DIE IN VERSEKERDE VOERTUIG)	
Witnesses	Name, Address and (Day) Phone No.						Naam, Address en (Dag) Telefoonnr.	Getuies
	Name, Address and (Day) Phone No.						Naam, Address en (Dag) Telefoonnr.	
	Name, Address and (Day) Phone No.						Naam, Address en (Dag) Telefoonnr.	
Accident	Day, Time, Place						Datum, Tyd, Plek	Ongeluk
	Speed	Before accident Voor ongeluk	kph kpu	Moment of impact Oomblik van botsing	kph kpu	Spoed		
	a) Weather conditions b) Visibility	a)		b)		a) Weersomstandighede b) Sigbaarheid		
	a) Road surface b) Width of road	a)		b)		a) Padoppervlak b) Breedte van pad		
	a) Which vehicle lights were on? b) Street lighting	a)		b)		a) Watter voertuigligte was aan? b) Straatbeligting		
	Was any warning given by you, eg hooting, indicator etc?					Is enige waarskuwing deur u gegee bv. toeter, flikkerlig, ens?		
	Police details	Name of Police/Traffic Officer who recorded details of Accident Naam van Polisie/Verkeersbeampte wat besonderhede van ongeluk geneem het		Police Station and Reference No. Polisiestasie en Verwysingsnr.			Polisiebesonderhede	
	Was driver tested for alcohol or drugs?					Is bestuurder getoets vir alcohol of dwelmmiddels?		
	DESCRIPTION OF ACCIDENT					BESKRYWING VAN ONGELUK		

	<p>SKETCH OF ACCIDENT (If necessary use separate page)</p>	<p>Please show clearly the point of impact and indicate the direction of travel by arrows. Give details of any road safety signs or warning signs in the vicinity of accident.</p>	<p>Dui asb. die plek van botsing duidelik aan en gebruik pyltjies om die rigting waarin gereis is, aan te toon. Gee besonderhede van enige padveiligheidstekens of waarskuwingstekens in the omgewing van die ongelukstoneel.</p>	<p>SKETS VAN ONGELUK (Indien nodig heg aparte sketsplan aan)</p>	
<p>Licence Inspected</p>	<p>I have inspected the driver's licence and it is free of endorsements / endorsed as shown. Ek het die bestuurders se rybewys nagegaan en dit is nie geendosseer nie / is geendosseer soos angedui</p> <p>Please attach copies of driver's licence and page 1 of driver' identity document. Heg asseblief afskrifte van die rybewys en bladsy 1 van die identiteitsdokument hierby aan.</p>	<p>Signature Handtekening</p> <p>Capacity Hoedanigheid</p>		<p>Rybewys Nagegaan</p>	
<p>Authority for Payment</p>	<p>It is recommended that any amount payable to you direct be transmitted by Electronic Bank Transfer for speedier settlement and security reasons. If you are agreeable, please provide the following information:</p> <p><b>ASSIGNMENT:</b> I/We acknowledge that the party hereby authorized to effect a credit against my/our account may not cede or assign any of its rights to any third party without my prior written consent and that I/we may not delegate any of my/our obligations in terms of this contract/authority to any third party without prior written consent of the authorized party.</p> <p>NAME OF BANK: NAAM VAN BANK:</p> <p>ACCOUNT NUMBER: REKENINGNOMMER:</p> <p>NAME OF ACCOUNT HOLDER: NAAM VAN REKENINGHOUER:</p>	<p>Dit word aanbeveel dat enige bedrag regstreeks aan u betaalbaar, vir spoedige uitbetaaling en om veiligheidsredes, deur middel van Elektroniese Bankoordrag na u rekening oorgeplaas word. Indien u hierdie instem, verskaf asseblief die volgende inligting:</p> <p><b>OORDRAG:</b> Ek/Ons erken dat die party hiermee gematig word om 'n krediet teen my/ons rekening te bewerk geen van sy/hulle regte aan 'n derde party mag aftstaan of sedeer sonder my/ons skriftelike toestemming wat vooraf verkry is nie en dat ek/ons geen van my/ons verpligtinge ingevolge hierdie kontrak/magtiging aan 'n derde party mag delegeer sonder die gemagtigde party se skriftelike toestemming wat vooraf die gemagtigde party verkry is nie.</p> <p>BRANCH AND CODE NUMBER: TAK EN KODENOMMER:</p> <p>YOUR SIGNATURE U HAANDTEKENING</p>		<p>Magtig vir Betaaling</p>	
<p>Declaration</p>	<p>We hereby declare the foregoing particulars to be true in every respect.</p> <p>Signature of Driver Bestuurder se Handtekening</p> <p>Signature of Insured Versekerde se Handtekening</p>	<p>Ons verklaar hiermee dat die voorafgehande besonderhede in elke opsig waar is.</p> <p>Date Datum</p> <p>Capacity Hoedanigheid</p>	<p>Date Datum</p>	<p>Verklaaring</p>	
<p>NB IT IS IMPORTANT THAT YOU NOTIFY THE INSURERS IMMEDIATELY YOU BECOME AWARE OF ANY IMPENDING PROSECUTION, INQUEST OR DEMAND. LW DIT IS BLANGRIK DAT U DIE VERSEKERAARS ONMIDDELIK IN KENNIS STEL SODRA U BEWUS WORD VAN ENIGE VERVOLGING, NADODSE ONDERSOEK OF EIS.</p>					

## **IMPORTANT INFORMATION TO REMEMBER**

### **CLAIM FORM**

Complete and return the Claim Form to your Insurance Broker as quickly as possible. No dashes or ticks on the claim form and note that full answers are more helpful. Ensure that full details of the other party / vehicle are included in the spaces provided.

### **DRIVERS LICENSE**

Submit with the completed Claim Form a copy of the / your Drivers License and photostat copy of the photograph page from the / your ID book.

### **QUOTATIONS**

If the accident was not your fault and you would like your Insurance Broker to attempt recovery of the cost of repairs to your vehicle from the responsible person, please submit two quotations for the repairs to your vehicle.

For this service a Fee may be charged by your Insurance Broker. This fee should not include any other charges which may be incurred by, for example, Attorney's, which will not be incurred without your permission, but will be for your direct cost.

### **PROGRESS**

Keep in touch with the Panel beater regarding the progress of the repairs to your vehicle. Your Insurance Broker should undertake to do the same.

### **COLLECTION OF VEHICLE**

When collecting a vehicle following repair, take it for a test drive with a mechanic from the Repairer. To the best of your ability, make sure that the vehicle has been properly repaired and is running smoothly. At this point you may sign the Release Form.

### **COMMUNICATION FROM THE THIRD PARTY**

Refer any communication you may receive from the Third Party / Insurers to your Insurance Broker immediately. Please do not get involved in any negotiations as this will prejudice your Insurers position with regard to recovery from the Third Party or repudiation of your claim from the Third party.

### **WAITING PERIOD**

There is a waiting period of a number of days before Insurers are able to settle claims. This period is designed to give the Police an opportunity in which to recover your property.

If the vehicle is not recovered by the expiry of the waiting period, then:

- Obtain from the Licensing Department a Change of Ownership NCO Form (Yellow or White) and complete in duplicate.
- Submit the Original Registration Certificate.
- Submit a copy of the Registered Owners ID book.
- Obtain from your Finance Company (if applicable), a letter confirming the outstanding balance in terms of any lease/hire purchase agreement.
- Submit the original Purchase Invoice, if available.
- Provide details of any Accessories fitted to the vehicle e.g. radio, alarm, sunroof etc. and if possible, submit either quotations for replacement or details of the amounts originally paid for these Accessories.
- Submit proof of Anti-Theft Device.
- Submit a copy of your VAT Registration Certificate or VAT Registration Number if you are a Vendor.
- Send the spare set of keys to your Insurance Broker.
- Arrange for the Police to sign a letter stating that the vehicle has not been recovered.

If the vehicle is recovered, then:

- Report the recovery to your Insurance Broker immediately.
- Co-operate with Police fully in identifying your vehicle.
- If the vehicle is damaged, arrange for it to be taken to a repairer of your choice and notify your Insurance Broker of this.
- An Assessor will be arranged by your Insurance Broker to inspect the vehicle and to authorise repairs subject to your excess payment (if applicable).