

## MOTOR ACCIDENT REPORT FORM

### IMPORTANT NOTICE

#### ALL QUESTIONS ON THIS FORM MUST BE ANSWERED

- (1) No liability under the policy is admitted by issue of this form.
- (2) Neither owner nor driver must admit fault or liability.
- (3) Do not answer communication about this accident, but send them to the insurers for consideration.
- (4) Repairs must not be authorized without prior authority of the Insurers.

<b>POLICY HOLDER</b>	Name: _____ Telephone: _____ Address: _____ Business/Occupation: _____
<b>POLICY</b>	Number _____ Expiry Date _____ Name of Hire purchase or Finance Company _____
<b>VEHICLE</b>	Make & Model: _____ HP/CC: _____ Year of Manufacture: _____ Reg. No of Vehicle: _____ Carrying Capacity: _____ Reg. No of Trailer: _____ Carrying Capacity: _____ <b>Attach a copy of the Logbook and Driving Licence</b>
<b>USE</b>	State the exact purpose for which the vehicle was being used at the time of the accident: _____ _____
<b>COMMERCIAL VEHICLES</b>	Description of goods being carried: _____ Name of owner of goods _____ Was trailer attached _____ Weight of load on (a) _____ vehicle (b) Trailer's _____
<b>DRIVER</b>	Name: _____ Occupation: _____ Date of Birth: _____ Address: _____ Tel No: _____ Is he employed by you? _____ How long has he been in your service? _____ Was he driving with your permission? _____ How long has he been driving motor vehicles? _____ Was he in anyway to blame for the accident? _____ Did he admit liability? _____ Has he had any previous accident? If so, how many, and approximate date(s) _____ Has he any conviction for any offence in connection with any motor vehicle of any charges pending? _____ If so, give details including dates: _____ Does he hold a full or provisional licence to drive the vehicle? _____ If full, state exact date, driving test first passed: _____ Licence No.: _____ Does he own a motor vehicle? _____ If so give name and address of Insurer Driver's Policy No.: _____
<b>ACCIDENT</b>	Date: _____ Time: _____ AM/PM: _____ Place: _____ Type of road surface: _____ Visibility: _____ Wet or Dry? _____ What lights were showing on your vehicle? _____ What warning did your driver give? _____ Estimated speed before accident: _____ Weather Conditions: _____ Did Police take particulars? _____ If so, give Constable's No. and Station _____ To which police station was the accident reported? _____ <b>Attach copy of Notice of Intended Prosecution if any.</b>

<b>PLAN OF ACCIDENT</b>	Draw sketch (stating measurements) showing position of vehicles and persons concerned and the direction in which they were traveling. Also show type and position of traffic signs, skid marks, pedestrian crossings and other relevant information. <b>(Use page provided).</b>																						
<b>DAMAGE TO INSURED VEHICLE</b>	State briefly apparent damage: _____ _____ _____ (In all cases where your vehicle is damaged and you are entitled to claim under your policy, please send at once to the insurers an estimate for repairs) Repairer's name and address: _____ _____ Tel No: _____ Is vehicle still in use? _____ When and where can it be inspected? _____																						
<b>OTHER VEHICLES INVOLVED AND PROPERTY DAMAGED</b>	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:45%;">Name and address of owner</th> <th style="width:10%;">Reg. No.</th> <th style="width:25%;">Name of Insurer</th> <th style="width:20%;">Other Property Damaged</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>			Name and address of owner	Reg. No.	Name of Insurer	Other Property Damaged																
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I declare that these particulars are true and undertake to forward immediately (and unanswered) any correspondence relating to this accident.

**DATE:** \_\_\_\_\_ **SIGNATURE OF POLICYHOLDER:** \_\_\_\_\_

**Attach Accident scene photos**

