

**IMPORTANT NOTICE**

1. No Liability is admitted by issue of this form.
2. Neither owner nor driver may admit fault or Liability for this Accident.
3. Do not answer communications about this Accident.  
Direct these to the Insurance Company for Action
4. All questions on this form must be answered.
5. Repairs must not be authorised without prior authority of the Insurance Company.

**MOTOR ACCIDENT REPORT FORM**

<b>INSURED</b>	Name _____ Tel No. _____ Address _____ Business/Occupation _____
<b>POLICY</b>	Number _____ Expiry Date _____ Name of hire purchase or finance company _____
<b>VEHICLE</b>	Make & Model _____ HP/CC _____ Reg. No. of vehicle _____ Carrying Capacity _____ Reg. No. of trailer _____ Carrying Capacity _____ Name and Address of Owner _____
<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 a trailer attached? _____ Weight of load on (a) Vehicle _____ (b) Trailer(s) _____
<b>DRIVER</b>	Name _____ Occupation _____ Date of birth _____ Address _____ _____ 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 any way to blame for the accident? _____ Did he admit liability? _____ Has he had any previous accidents? _____ If so, how many, and approximate date? _____ _____ Has he any conviction for any offence in connection with any motor vehicle or any charges pending? _____ _____ If so, details including dates _____ _____ Does he hold a full or provisional licence to drive this vehicle? _____ If full, state date when driving test first passed _____ Number _____ Does he own a Motor Vehicle? _____ If so, give name and address of Insurer _____ _____ Driver's Policy No. _____
<b>ACCIDENT</b>	Date _____ Time _____ a.m./p.m. Place _____ type of road surface _____ Visibility _____ Wet or Dry? _____ What lights were showing on your vehicle? _____ What warning did your driver give? _____ Estimate speed before accident _____ Weather conditions _____ Did Police take particulars? _____ If so, give constable's number and station _____ _____ To which Police Station was the accident reported? _____ Attach copy Notice of intended prosecution if any/ _____

**PLAN OF  
ACCIDENT**

Draw sketch (stating approximate measurements) showing position of vehicles and persons concerned and the direction in which they were travelling. Also show type and position of traffic signs, skid marks, pedestrian crossings and any other relevant information

**STATEMENT BY  
DRIVER**

Signature of Driver \_\_\_\_\_

**STATEMENT  
BY OWNER  
OR INSURED****DAMAGE  
TO  
INSURED  
VEHICLE**

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 Company an estimate for repairs). \_\_\_\_\_

Repairer's name and address \_\_\_\_\_

Tel. No. \_\_\_\_\_

Is the vehicle still in use? \_\_\_\_\_

When and where can it be inspected? \_\_\_\_\_

**OTHER VEHICLES  
INVOLVED AND  
PROPERTY  
DAMAGED**

Name and Address of owner \_\_\_\_\_

Reg. No. \_\_\_\_\_

Name and Insurer \_\_\_\_\_

Other property damage \_\_\_\_\_

Name and Address of driver \_\_\_\_\_

**PERSONS  
INJURED**

Name and address \_\_\_\_\_

Relationship  
to the InsuredIf Driver or Passenger  
Reg. No. of vehicle

Apparent Injuries \_\_\_\_\_

**INDEPENDENT  
WITNESSES**

Name \_\_\_\_\_

Address \_\_\_\_\_

**PASSENGERS  
IN YOUR  
VEHICLE**

Name \_\_\_\_\_

Address \_\_\_\_\_

I DECLARE that these particulars are true and correct and undertake to forward immediately (and unanswered) any correspondence relating to this accident.

Date \_\_\_\_\_

Signature of Insured \_\_\_\_\_