

Motor Collision Damage Claim Procedures

- a) Try to obtain the following information from the other party:-
 - (i) Car License Number
 - (ii) Driver's Name
 - (iii) Owner's Name
 - (iv) Driver's Phone Number
 - (v) Driver's home and work addresses
 - (vi) Insurer
 - (vii) Names of Witnesses
 - (viii) Witnesses Phone Numbers
- b) Photos should be taken of the scene of the accident.
- c) Statements acknowledging or soliciting responsibility for the accident should not be made.
- d) Vehicles should not be moved after an accident when a person has been injured. If vehicles are moved, their positions should be marked.
- e) Report the accident to the nearest Police Station within 24 hours (accompanied by the third party where possible) and produce your driver's license and insurance certificate.
- f) Report the accident to your office as soon as possible, obtain a written estimate for repairs but do not repair until the insurer consents. A claim form must be completed and your driver's permit number will be required.