

INSURED	Name & Occupation					
	ID No					
	Address & Phone					
	E-Mail Address					
VEHICLE		Make	Tare	Gross veh Mass	Kilometers Completed	
	If vehicle subject to hire purchase, creditor	Reg no	Value	Model & year	Date of purchase	
	Leasing agreement, state name of company					
DAMAGE	Damage to own vehicle					
	Estimate for repairs or attach quotation					
	Repair's name, address & telephone no					
	Where can your vehicle be inspected					
DRIVER	Full Name					
	Address					
	Occupation					
	Identity Number					
	Driving licence	No	Date	Place	Code	Full/Learner
	State fully the purpose for which the vehicle is used					
	Was he/she driving with your permission?					
	Was he/she in your employ?					
	Is he/she owner of another vehicle? If yes, give name of insured and policy no					
	Deatils of any convictions for motoring offences?					
	Has licence ever been endorsed?					
	Has he/she any physical defects?					
	Details of any previous accidents?					
PASSENGERS	Passengers in insured vehicle	Name	Address	Injury		
	For what purpose were they carried?					
	Are they employees?					
OTHER PARTY	OTHER / THIRD PARTY VEHICLES	Make of vehicle	Registration	Name & Contacts of driver	Details of damage	

	PROPERTY OTHER THAN VEHICLES	Name and address of owner		Details of damage		
	PERSONAL INJURIES (OTHER THAN IN INSURED VEHICLE)	Name of injured	Relationship to accident e.g Driver, passenger etc.	Details of injuries	Name of hospital if applicable	

WITNESSES	Name, address & phone no's				
	Name, address & phone no's				
ACCIDENT	DATE / TIME / PLACE		Date	Time	Place
	Speed	Before accident KPH	Moment of impact KPH		
	A) Weather Conditions B) Visibility	A)	B)		
	A) Road surface B) Width of road	A)	B)		
	A) Which vehicles lights were on? B) Street Lighting?	A)	B)		
	Was any warning given by you e.g. Hooting, indicator etc?				
	Police Details	Name of police/traffic officer who recorded details of accident		Police station and reference no	
	Was driver tested for alcohol or drugs?				
	DESCRIPTION OF ACCIDENT				
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SKETCH OF ACCIDENT	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 vicinity of the scene of the accident. (If necessary use a separate page)				

LICENCE INSPECTED	<p>I have inspected the driver's licence and it is free of endorsements / endorsed as shown</p> <p style="text-align: right;">Signature _____</p> <p>Please attach copies of driver's licence, page 1 of drivers identity document and public driving permit (if applicable)</p> <p style="text-align: right;">Capacity _____</p>
DECLARATION	<p>We hereby declare the foregoing particulars to be true in every aspect.</p> <p>Signature of Driver _____ Date _____</p> <p>Signature of Insured _____ Capacity _____ Date _____</p> <p>Insured's VAT registration no (if applicable) _____</p> <p>N.B. IT IS IMPORTANT THAT YOU NOTIFY THE INSURERS IMMEDIATELY YOU BECOME AWARE OF ANY IMPENDING PROSECUTION, INQUEST OR DEMAND</p>

Your banking details:	
Account holder name:	
Name of Bank:	
Branch Code:	
Account number:	
VAT Number:	