

MOTOR VEHICLE ACCIDENT CLAIMS

GUIDANCE NOTES

The following notes have been prepared to help you make your claim. We recommend that you read them carefully BEFORE submitting your form OR taking steps to have any repair work done.

ALL POLICYHOLDERS

1. It is a condition of your Policy that you notify us of all accidents.
2. The accident report form should be completed and returned to us as soon as possible.
3. The questions should be answered as fully as possible. Do not delay sending in your form if you are unable to provide all the information immediately. These details can be sent to us at a later date.

FOR COMPREHENSIVE POLICYHOLDERS

1. The submission of a report form will not always mean that a claim will be recorded under the terms of your policy. We appreciate that in some circumstances, you will wish to deal with the accident yourself and will not want us to take any action with regard to the repairs to your vehicle or in dealing with any Third Parties. If this is the case, please tick the box on the top left of the claim form. We will then note that your report form is for information purposes only.
2. If you are making a claim for repairs to your vehicle, we would prefer that you use one of our Recommended Repairers. These garages have been carefully selected and will prepare an estimate which will be sent direct to us. Arrangements will be made for repairs to commence as soon as possible. Once repairs are completed, we will settle the account direct with the garage (less any amount you are required to pay under the terms of your policy). Our Recommended Repairer Scheme has been designed so that you may enjoy the following benefits:
 - free collection and delivery of vehicles within the Island.
 - free valeting of vehicles on completion of repairs.
 - loan or hire cars at preferential rates while your vehicle is in for repairs (this expense is not covered by your policy).
3. If you should decide not to take advantage of our Recommended Repairer Scheme, we will require two written estimates for our consideration.

If you have any queries please do not hesitate to contact ourselves or your broker.

TEAR OFF THIS SHEET AND RETAIN BEFORE RETURNING COMPLETED FORM TO US.

MOTOR VEHICLE ACCIDENT REPORT FORM



If you do not wish us to handle the claim on your behalf and are completing this form for information purposes only - please tick box.

PLEASE COMPLETE ALL QUESTIONS FULLY TO AVOID DELAY IN HANDLING YOUR CLAIM

To assist you in completing this form and preparing your claim please read the notes attached.

PLEASE COMPLETE IN BLOCK CAPITALS

E-mail: icci.claims@insurancecorporation.com

P.O. Box 160
St. Peter Port,
Guernsey, GY1 4EY
Channel Islands

P.O. Box 742
St. Helier,
Jersey, JE4 8ZZ
Channel Islands

Telephone: 01481 713322
Facsimile: 01481 714426

Telephone: 01534 700200
Facsimile: 01534 768447

www.insurancecorporation.com

Policy Number: _____ Broker/Agent: _____

Mr, Mrs, Ms, Miss

Name: _____

Postal Address: _____

Postcode: _____

Tel No. (Home): _____ Tel No. (Work): _____

Occupation/Business: _____

VAT Registered? _____ YES/NO

VEHICLE DETAILS

Make: _____ Model: _____ Registration No.: _____

Year first registered: _____ Value: _____ Engine Capacity: _____ Chassis No.: _____

Give details of any trailer and/or loose container. _____

Is the vehicle, trailer and/or container owned by the policyholder? _____ YES/NO

If No, give details of owner e.g. Hire Purchase company. _____

PARTICULARS OF DRIVER/USE

Mr, Mrs, Ms, Miss

Name: _____

Postal Address: _____

Postcode: _____

Age: _____ yrs Date passed CI/UK driving test: ____ / ____ / ____

Type of licence held: Full Provisional Heavy goods

Permitted groups: _____

If licence issued outside Channel Islands or Great Britain or Northern Ireland, state how long held: _____ yrs

Was the vehicle being used on policyholders order or with permission? YES/NO

For what purpose was the vehicle being used? _____

If the driver is not policyholder give details of relationship, e.g. employee, family, relation, friend? _____

Has driver a) Been convicted to any driving/motoring offence within the last 5 years or is prosecution pending? YES/NO

Is Yes, please give details. _____

b) Been involved in an accident during the last 5 years? YES/NO

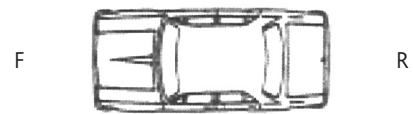
Is Yes, please give details. _____

If private car, who is the main user? _____

DETAILS OF DAMAGE TO POLICYHOLDERS VEHICLE

Damage:

Point of impact: Mark xxxxxx



(If we cover the damage to your car our **Recommended Repairer Schemes** offers the advantage of guaranteed repairs.

Please ask your insurance adviser about the most suitable repairer for your particular vehicle).

Is your vehicle still in use? YES/NO

Have you authorised repairs? YES/NO

Where may our engineer inspect the vehicle? _____

SKETCH

Please make a rough sketch showing road widths, traffic lights, signs, warnings etc., where appropriate, indicate direction of vehicle with an arrow.

Give name and address of any independent witness.

1. Name: _____
Postal Address: _____
_____ Postcode: _____

2. Name: _____
Postal Address: _____
_____ Postcode: _____

CIRCUMSTANCES OF ACCIDENT

Date: ____ / ____ /20____ Time: _____ am/pm Place: Street or Road: _____
Parish/Town: _____ Country: _____ Speed: _____

Were the Police called? _____ YES/NO

If Yes, give details of Police Station concerned. _____

Give details of what happened, including road conditions at the time. _____

Were you headlights on? _____ YES/NO

Who do you consider at fault? Self Other Both

PARTICULARS OF OTHER PARTIES INVOLVED AND PROPERTY DAMAGE

Name and address of owner and, if applicable, driver.

1. Name owner: _____
 Postal Address: _____
 _____ Postcode: _____

2. Name driver: _____
 Postal Address: _____
 _____ Postcode: _____

Reg No: _____
 Insurer's name: _____
 Address: _____
 _____ Postcode: _____

Policy No.: _____
 Apparent damage: _____

DETAILS OF PERSONS INJURED

Name own passengers: _____
 Address: _____
 _____ Postcode: _____

Nature of injury: _____
 Others: _____
 Address: _____
 _____ Postcode: _____

Nature of injury: _____

Were the passengers wearing seat belts? YES/NO
 Were the passengers employed by you? YES/NO

NOTICE:

Insurers pass information to the Claims and Underwriting Exchange Register, run by Insurance Database Services Ltd (IDS Ltd) and the Motor Insurance Anti Fraud and Theft Register, run by the Association of British Insurers (ABI). The aim is to help us to check information provided and also to prevent fraudulent claims. Under the conditions of your policy, you must tell us about any incident (such as an accident or theft) which may or may not give rise to a claim. We will pass information relating to this incident to the registers.

DECLARATION:

I/We understand that you may ask for information from other insurers to check the answers I/we have provided. All communications relating to the accident must be forwarded immediately unanswered to Insurance Corporation. I/We declare that the information given in this form is true and correct to the best of my/our knowledge/belief.

Signature of Insured: _____ Date: ____/____/____