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# **ACCIDENT INFORMATION REPORT**

We suggest that you keep this in your glove box and record as much information as possible straight after an accident.

#### **ACCIDENT DETAILS**

Insured Name:		Your Registration:
Date:	Time:	
Location of Accident:		
Accident Description:		

### **OTHER VEHICLE DRIVER DETAILS**

Full Name:		
Address:		
Telephone:		
Email:		
Driver Licence No:	Licence Expiry:	
Vehicle Registration:	Year, Make & Model:	
Insurance Company (if known):	Policy No:	

## **OTHER VEHICLE OWNER DETAILS (If different from Driver)**

Full Name:	
Address:	
Telephone:	
Email:	

#### INDEPENDENT WITNESS DETAILS

Full Name:	
Address:	
Telephone:	
Email:	

## **POLICE DETAILS (If applicable)**

Name of Police Officer:	
Report Number:	
Police Station:	

- If you have been involved in an accident, stay calm and check whether others need assistance.
- Move to the side of the road or somewhere safe, but do not leave the scene.
- Use headlights or hazard lights to alert other drivers/riders and prevent further damage.
- If the accident involves injury, or the vehicles are not able to be driven/ridden, call the police immediately. When the police arrive, give them full details of the accident.
- Check the damage of the cars/property involved and take photos if possible.
- If the accident isn't your fault, remain calm and don't admit fault (even saying sorry could prove guilt).
- Exchange details/information with the other driver. Fill out the other driver details in this brochure.
- Gather contact information from any witnesses.
- Contact our office at your earliest to start your claim \*A completed Claim Form by you will be required.
  - You should also report the following to the police:
    - any malicious damage to your vehicle;
    - any theft or attempted theft of your vehicle.



