



Brecknock

Insurance Brokers  
BUSINESS  
FLEET &  
PROFESSIONAL

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PO Box 6095 Halifax Street Adelaide SA 5001

## Motor Vehicle Claim Form

We're sorry to hear you've had an accident. Our aim is to settle your claim as quickly as possible.

**You can help us do this by ensuring the enclosed claim form is completed promptly and that all questions are fully answered. If insufficient space, please attach a separate statement.**

To ensure that repairs are underway quickly, you should obtain a minimum of one quote from repairers, of your choice.

The quotations together with the completed claim form should be forwarded to us as soon as possible and we will arrange the insurer to appoint an assessor to inspect the damage. Provided the policy and claim form are in order, repair work will be authorised without delay.

The information provided below may answer some of the questions which could arise following your claim:

1. The excess must be paid to the repairer when you collect your car unless prior arrangements have been made with us. This must be paid even if you were not at fault. If the accident was clearly someone else's fault, the insurer will take recovery action against the person responsible for the accident and will include the amount of your excess. In the case of third party only cover, the excess must be paid to your Insurer at the time of submitting your claim.
2. Your no claim discount will not be affected provided you are able to prove that some person other than you or the driver of the insured vehicle was totally responsible for the accident and you are able to advise us of the name and address of that person.
3. If the other party involved in the accident has stated that you are being held responsible for the damage to the other vehicle or property, you should indicate that you will be lodging a claim with us and that any demands for compensation will be handled by your Insurer. Do not admit liability or make any offers or promises of payment without our consent.
4. If you receive a letter of demand and a quotation and/or account for the repairs to another person's vehicle or property, you must send this correspondence to us immediately. Any delays could result in additional costs.
5. Even if you feel you were not responsible for the accident, do not ignore letters of demand from the other party. Any correspondence from the other party should be forwarded to us. If you fail to act on the other party's letter of demand, it may result in a summons being served on you. If this happens, you must contact us immediately.
6. If you feel the repairs to your vehicle are unsatisfactory, you should discuss the problem with the repairer. If you are unable to reach agreement, then contact us.

If you have any problems during the period of your claim, please contact us and quote your claim number if you know it. We assure you of prompt attention to any queries you may have.

For the Company

## YOUR PRIVACY

The Privacy Act 1988 (Cth) requires BRECKNOCK INSURANCE BROKERS PTY LTD to make the following disclosure before collecting personal information about you after 21 December 2001:

- ◆ BRECKNOCK INSURANCE BROKERS PTY LTD collects personal information in order to provide it's various services which include insurance broking, claims management, risk management consultancy, underwriting management, and reinsurance.
- ◆ If the personal information BRECKNOCK INSURANCE BROKERS PTY LTD requests from you is not provided, BRECKNOCK INSURANCE BROKERS PTY LTD or any involved third party may not be able to provide the appropriate services.
- ◆ BRECKNOCK INSURANCE BROKERS PTY LTD discloses personal information to third parties who are involved in the provision of our services. For example, in arranging and managing your insurance needs BRECKNOCK INSURANCE BROKERS PTY LTD may provide information (including sensitive information such as health information) to insurers, reinsurers, other insurance intermediaries, it's advisors such as loss adjusters, lawyers and accountants, and other parties involved in the claims handling process. By signing this form and continuing to deal with us, you confirm on your behalf and/or on behalf of those you represent consent to BRECKNOCK INSURANCE BROKERS PTY LTD and these parties collecting, using and disclosing personal and sensitive information about you.
- ◆ BRECKNOCK INSURANCE BROKERS PTY LTD has a duty to maintain the confidentiality of it's client's affairs which includes their personal information. Our duty of confidentiality applies except where disclosure of your personal information is with your consent or required by law.
- ◆ BRECKNOCK INSURANCE BROKERS PTY LTD may make use of your personal information to provide you with information about it's products and services.

Further details on the BRECKNOCK INSURANCE BROKERS PTY LTD Privacy Policy are on our website: [www.brecknock.com.au](http://www.brecknock.com.au)

### Contact us

Simply contact the BRECKNOCK INSURANCE BROKERS PTY LTD Privacy Officer on the details below if you would like to:

- ◆ Access the personal information BRECKNOCK INSURANCE BROKERS PTY LTD hold about you
- ◆ Update or correct the information BRECKNOCK INSURANCE BROKERS PTY LTD holds about you
- ◆ Discuss your privacy concerns
- ◆ Be removed from the mailing list to receive information about BRECKNOCK INSURANCE BROKERS PTY LTD' products and services

Privacy Officer  
BRECKNOCK INSURANCE BROKERS PTY LTD  
1<sup>st</sup> Floor 50 Hindmarsh Square ADELAIDE SA 5000  
PO Box 6095 Halifax Street ADELAIDE SA 5001

E-mail: [breckins@brecknock.com.au](mailto:breckins@brecknock.com.au)

Telephone: 08 8413 6300

Fax: 08 8211 9838

Claim No:

### 1. Policyholder

<b>Full Name and Address of Policyholder</b> ..... ..... .....	<b>Occupation:</b> ..... <b>Telephone No:</b> Home (....) ..... Bus. (....) .....
<b>Insurer:</b> .....	<b>Policy No:</b> .....
<b>Expiry Date:</b> /    /	
<b>For what purpose was the vehicle being used?</b>	<input type="checkbox"/> Business <input type="checkbox"/> Private

### 2. Insured Vehicle

Make & Model		
Body Type:		Year of Manufacture:
Registration No:		Engine No:
V.I.N. No		Expiry Date of Registration:        /        /20
Name & Address of Finance Co. if applicable	..... .....	
Have there been any engine, body or transmission modifications from the manufacturer's original specifications or any accessories added?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please give details:</i> ..... .....	

























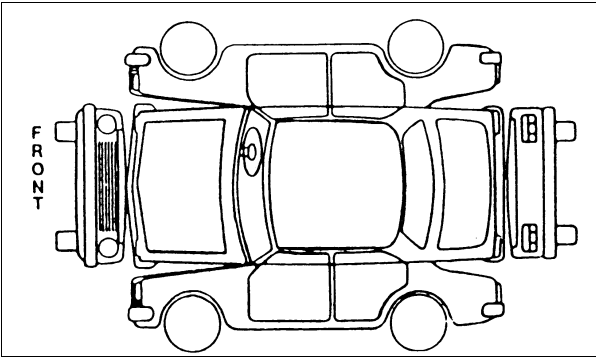
### 3. Driver (Please complete these details in respect of the person in charge of the vehicle at the time of the accident)

<b>Full Name and Address of Driver</b> ..... ..... .....	<b>Occupation:</b> ..... Sex (M or F) ..... Date of Birth:                      /        /	
<b>Drivers Licence No:</b> .....	<b>State of issue:</b> .....	
<b>How long has the driver held a motor vehicle drivers licence?</b>	..... yrs                      Expiry Date of Licence:        /        /	
<b>Was the vehicle being used with the full knowledge and consent of the policyholder?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>What is the relationship of the Driver to the Policyholder?</b>	<input type="checkbox"/> Self <input type="checkbox"/> Relative <input type="checkbox"/> Employee <input type="checkbox"/> Friend <input type="checkbox"/> Other If Other, please describe:.....	
<b>Have you (the Policyholder) or the driver of the vehicle at the time of the accident:</b>	(i) been involved in any previous motor vehicle accident in the last 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No (ii) been charged with any offence in relation to the use of a motor vehicle in the last 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No (iii) had any insurance declined or cancelled, been refused renewal of an insurance or had special terms imposed in the last 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", to (i), (ii) or (iii), please give details below:	
<b>Name</b>	<b>Date</b>	<b>Particulars</b> (eg, name of insurance company, details of charges etc)
	/    /	
	/    /	
	/    /	
<b>Was the driver under the influence of any drug or alcohol at the time of the accident?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Please state what drugs or how much alcohol was consumed by the driver in the 12 hours prior to the accident:</b>	..... .....	
<b>Did the driver undergo a breath test?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No        If Yes, what was the reading?	
<b>Has the driver's motor vehicle licence ever been cancelled or suspended?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No        If Yes, please give details: ..... .....	

### 4. Accident Date

Date of accident	/    /20	Time of accident	am/pm
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## 5. Description of Accident

Name of street where accident occurred																			
If at an intersection, names of intersecting streets	.....																		
Suburb, Town, City	.....																		
State clearly and fully how the accident occurred (if insufficient space, attach separate statement)	.....																		
Was the street wet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No																	
Did the other party admit liability?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, please give details: .....																
Please draw sketch showing position of all vehicles and pedestrians at the time of the accident:																			
<p><b>Please draw Sketch showing position of all Vehicles and Pedestrians at the time of the accident. Show also position of all Traffic Lights, Signs, and Pedestrian Crossings.</b></p> <p style="text-align: center;">SYMBOLS</p> <table border="0"> <tr> <td>Street Intersection</td> <td></td> <td>Pedestrians</td> <td></td> </tr> <tr> <td>Curved Street</td> <td></td> <td>Stop Sign</td> <td></td> </tr> <tr> <td>Your Vehicle</td> <td></td> <td>Give Way Sign</td> <td></td> </tr> <tr> <td>Other Vehicle</td> <td></td> <td>Traffic Lights</td> <td></td> </tr> </table>	Street Intersection		Pedestrians		Curved Street		Stop Sign		Your Vehicle		Give Way Sign		Other Vehicle		Traffic Lights		SHOW NORTH BY ARROW		
	Street Intersection		Pedestrians																
Curved Street		Stop Sign																	
Your Vehicle		Give Way Sign																	
Other Vehicle		Traffic Lights																	
.....																			
Did the driver suffer any injury?	<input type="checkbox"/> Yes	<input type="checkbox"/> No																	
If Yes, was medical attention required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No																	
If Yes, state name and address of doctor or hospital	.....																		
Please indicate Insured Vehicle's speed immediately prior to accident	<input type="checkbox"/> Stationary	<input type="checkbox"/> Under 30 km/h	<input type="checkbox"/> 30-60km/h																
	<input type="checkbox"/> 60-80km/h	<input type="checkbox"/> 80-100km/h	<input type="checkbox"/> Over 100km/h																
Please indicate Other Vehicle's speed immediately prior to accident	<input type="checkbox"/> Stationary	<input type="checkbox"/> Under 30 km/h	<input type="checkbox"/> 30-60km/h																
	<input type="checkbox"/> 60-80km/h	<input type="checkbox"/> 80-100km/h	<input type="checkbox"/> Over 100km/h																
Was the vehicle towed from scene of accident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, please give name of towing contractor .....																
Did you authorise this towing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No																	
Where can the vehicle be inspected? (If at a repairer's premises - name & address of repairer)	..... ..... .....Phone:.....																		
Estimated Cost of Repairs (including parts)	\$	Repair Quotation No:																	
Please indicate areas of damage to insured vehicle																			

## 6. Police

Date reported to Police	/ /20	Time reported to Police	am/pm
Did the Police attend the accident?	<input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes, please state: From which Police Station? ..... Name of Officer ..... Report Number .....		
Did the Police indicate which driver was at fault?	<input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes, please state: Name of driver charged or cautioned ..... Nature of charge or caution .....		

## 7. Other Parties (Please complete this section if any other vehicles or property involved)

Number of other vehicles involved			
Owner's name and address	..... ..... ..... Postcode.....		
Licence Number		Age:	yrs
Make and Model of Vehicle			
Registration Number			
Driver's name and address	..... ..... ..... Postcode.....		
Please give particulars of damage to other party's vehicle and/or property	..... ..... .....		

**NB:** (If more than one third party involved, please provide similar particulars on a separate sheet)

## 8. Witnesses

Passengers in Insured Vehicle	Names	Addresses
	.....	.....
	.....	.....
	.....	.....
	.....	.....
Independent Witnesses	Names	Addresses
	.....	.....
	.....	.....
	.....	.....
	.....	.....

## 9. ABN Details

Are you a registered business?	Yes <input type="checkbox"/> No <input type="checkbox"/>	What is your ABN?	ABN No:
What percentage of GST in your premium did you claim as an Input Tax Credit for the period of insurance in which this loss occurred? .....%			

## 10. Declaration

The information and answers given above are a true and complete statement of the facts and matters relating to the happening for which this claim is made, and no information likely to affect this claim has been withheld. I authorise my Insurer to undertake on my behalf whatever actions are necessary to indemnify me within the terms of my policy including if necessary, removal of my vehicle to alternative premises to enable repairs to be carried out by a qualified Motor Body Repairer. I understand that this claim may be refused if information is untrue, inaccurate or concealed. I expressly agree that the information given by me is provided with my full knowledge and consent and further agree to hold harmless and indemnify BRECKNOCK INSURANCE BROKERS PTY LTD in the event of any action or matter that may be taken by any party pursuant to the Privacy Act 1988 (Cth). I/We acknowledge that I/we have read and understood the paragraphs accompanying this proposal headed "Your Privacy".	
Driver's Signature	Date: .....
Policyholder's Signature	Date: .....