

Documents Required

- Not able to be Driven
- Motor Accident Claim Form
- Premium Confirmation if collecting broker
- SAP (case) number
- Driver's licence
- Quote for Repairs Does client require car-hire once vehicle goes in for repairs?
 - If yes, please supply name, I.D. number & contact number

- Motor Accident Claim Form
- Premium Confirmation if collecting broker
- SAP (case) number
- Driver's licence
- Location of Vehicle
- Quote for Repairs

Does client require car-hire?

If yes, please supply name, I.D. number & contact number

If confirmed a Write -- Off

Confirmation if vehicle is financed or not

If financed:

- · Settlement Letter from Bank
- · Copy of Registration document settlement offer
- · Service Book
- · Main Key and Spare Key
- · Proxy Letter

If not financed:

- · Copy of Registration document settlement offer
- · Original Registration Paper
- · Change of ownership Form
- · Proxy Letter from Bank (if bank is still title)

Third Party Involved

- Third party details
- Name of Driver and Owner of Vehicle
- I.D Number of Driver
- Type & Registration Number of Third Party Vehicle
- Contact details: Tel. No., Cell phone Number & Email address
 - **Insurer Details**
 - Residential Address
 - Photographs of the accident and/or thirdparty details
 - Photograph of the licence disk of the third party vehicle