

MOTOR VEHICLE CLAIM FORM

(If there is not enough room on this form for your answers, please attach a separate sheet, indicating the Section and Question you wish to complete.)

**Please lodge your claim to Mutual Brokers by:
Fax 02 6282 9734; or
Email: administrator@mutualbrokers.com.au**

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

- To ensure that repairs are underway quickly, you should obtain at least one quote from a reputable repairer
- 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.
- 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 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 the Insurer's consent.
- 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.

Privacy Statement

The Privacy Act 1988 requires us to tell you that we as broker and the insurer collect your personal and sensitive information in order to calculate your loss and entitlements, determine the insurer's liability, compile data and handle claims. When handling claims we and the insurer may have to disclose your personal and other information to third parties such as other insurers, reinsurers, loss adjusters, external claims data collectors, investigators and agents, or other parties as required by law. Where you give us information about other persons you must have their consent to this and provide it on their behalf. If not, you must tell us. You have the right to seek access to your personal information and to correct it at any time. Please contact us to advise if any changes are required.

Claim Number:

1. Policyholder

Full Name and Address of Policyholder		Occupation:
		Telephone Numbers: Business Hour (.....)
		After Hour (.....)
Insurer:	Policy No:	Expiry Date: / / 20.....
For what purpose was the vehicle being used?		

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)

<p>Full Name and Address of Driver</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Occupation:</p> <p>.....</p> <p>Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>Date of Birth: / /</p>	
<p>Drivers Licence No:</p> <p>.....</p>	<p>State of issue:</p> <p>.....</p>	
<p>How long has the driver held a motor vehicle drivers licence?</p> <p>..... years</p>	<p>Expiry Date of Licence:</p> <p>..... / /</p>	
<p>Was the vehicle being used with the full knowledge and consent of the policyholder?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>What is the relationship of the Driver to the Policyholder?</p> <p><input type="checkbox"/> Self <input type="checkbox"/> Relative <input type="checkbox"/> Employee <input type="checkbox"/> Friend <input type="checkbox"/> Other</p> <p>If Other, please describe:</p> <p>.....</p>		
<p>Have you (the Policyholder) or the driver of the vehicle at the time of the accident:</p> <p>(i) been involved in any previous motor vehicle accident in the last 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(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</p> <p>(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</p> <p>If "Yes", to (i), (ii) or (iii), please give details below:</p>		
Name	Date	Particulars (eg, name of insurance company, details of charges etc)

Was the driver under the influence of any drug or alcohol at the time of the accident?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Please state what drugs or how much alcohol was consumed by the driver in the 12 hours prior to the accident:	
.....	
.....	
Did the driver undergo a breath test?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what was the reading?
Has the driver's motor vehicle licence ever been cancelled or suspended?	
<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 <i>(if insufficient space, attach separate statement)</i>
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:

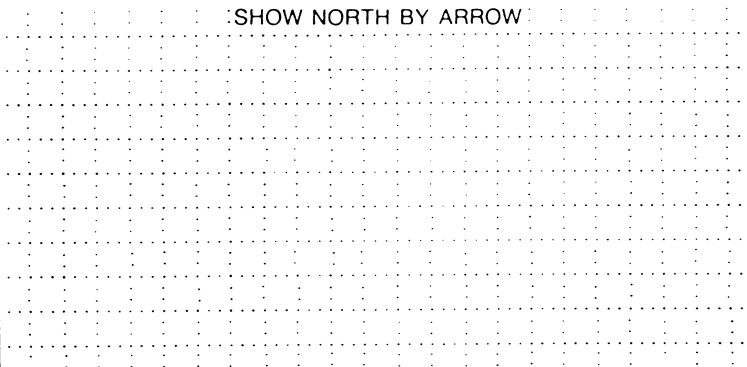
Please draw sketch showing position of all vehicles and pedestrians at the time of the accident:

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.

SHOW NORTH BY ARROW

SYMBOLS

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? <i>(If at a repairer's premises - name & address of repairer)</i> Telephone Number:
Estimated Cost of Repairs <i>(including parts)</i>	\$ 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: (i) From which Police Station? (ii) Name of Officer		
Did the Police indicate which driver was at fault?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state: (i) Name of driver charged or cautioned (ii) Nature of charge or caution		

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

Number of other vehicles involved	
Owner's name and address	
Licence Number	Age
Make and Model of Vehicle	
Registration Number	
Driver's name and address Postcode.....	

<p>Please give particulars of damage to other party's vehicle and/or property</p> <p><i>NB: (If more than one third party involved, please provide similar particulars on a separate sheet)</i></p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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8. Witnesses

Passengers in Insured Vehicle	Names	Addresses
	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
Independent Witnesses	Names	Addresses
	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

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

<p>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.</p> <p>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 Mutual Brokers 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".</p>	
Driver's Signature	Date:/...../.....
Policyholder's Signature	Date:/...../.....