

MOTOR VEHICLE ACCIDENT

CLAIM REPORT



Please retain this page for your information

ABOUT YOUR CLAIM

- Please obtain one quotation for the repair of your vehicle from a reputable repairer of your choice. The repairer will then contact us to arrange an assessment of your vehicle.
- For most claims we will check the damage and have repairs authorised and paid for.
- In certain circumstances, we may request a second quotation be obtained.
- If someone else involved in the accident contacts you about a claim, or for information, refer the person to your local CGU Insurance office.
- If you receive a writ or summons, or anything else from a legal firm, forward it to us immediately.
- We need to handle everything related to your claim.
- Please refer to your policy booklet for more information about how your claim will be handled.
- We may need to get a police report.
- If you have any questions about your claim, please contact your local CGU Insurance office.

The telephone numbers are:

Adelaide	(08) 8405 6300	Perth	(08) 9278 1333
Brisbane	(07) 3212 7878	Sydney	(02) 8224 4000
Launceston	(03) 6345 3500	Ballarat	(03) 5320 1444
Melbourne	(03) 9601 8222	Newcastle	(02) 4935 7100

HOW YOU CAN RESOLVE A DISPUTE WITH US

Our dispute resolution system is free and works like this:

1. Please advise the staff at your local CGU Insurance office (phone numbers above) if you are dissatisfied with:
 - our decision on your claim,
 - our handling of your claim,
 - the services of our loss adjuster or investigator.
2. The staff member will try to resolve the problem.
3. If unable to resolve it, the staff member will refer it to the supervisor or manager, for immediate attention.
4. If this fails to resolve your problem, you may request that the problem be referred to a Dispute Resolution Officer. This Officer will investigate the dispute and try to reach a satisfactory outcome with you, normally within 21 days of the date you requested the service of a Dispute Resolution Officer.
5. If you do not accept our decision, you may take the problem to the **General Insurance Claims Review Panel**, for an independent investigation. The Panel can assist with private consumer and some small business type claims.

The telephone number for the Claims Review Panel is **1300 363 683**.

More detailed information about this process is available from your local CGU Insurance office.

MOTOR VEHICLE CLAIM REPORT - ACCIDENT

Please answer all questions. This will help us process your claim quickly.
 Please obtain one quotation for the repair of your vehicle from a reputable repairer of your choice.
 If you need more space to answer any of the questions, please use a separate sheet of paper.
 Any attachments will form part of this claim report and the declaration will include them.

1. Policy number (from your schedule)

:	:	:	:	:	:	:	:	:	:
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Expiry date

/	/
---	---

Office use only

Alpha code	XS	MP	Cause
[]	[]	[]	[]

2. Insured (surname, company, partnership, occupation)

Given name(s) of insured

Contact person (for company or partnership claims)

3. Are you registered for GST purposes?

No Yes What is your ABN? [: : : : : : : : : :]

Have you claimed or do you intend to claim an input tax credit on the GST applicable to this policy?

No Yes Is the amount you claimed or intend to claim less than 100% of the GST applicable to the premium? No Yes Specify the percentage amount claimed or intended to be claimed [] %

Are you entitled to claim an input tax credit for repairs or replacement of your vehicle?

No Yes Is the amount claimable less than 100%? No Yes Specify the percentage amount claimable [] %

4. Address

	Postcode
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5. Private telephone no.

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Business telephone no.

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Facsimile no.

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6. Nominated Fleet Owners Only Record codes as advised

Subsidiary [:] Division [:] State [] Vehicle type [:] Odometer [: :] Occupation []

Insured vehicle details

7. Description of the vehicle involved in the accident?

Registration or identification no. Engine number VIN

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Name of registered owner Make, model & body type Year of manufacture

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8. Do you owe money on the vehicle?

No Yes Lender's name Approximate amount owing

	\$ []
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9. Has the vehicle been modified or converted from the manufacturer's specification or fitted with accessories other than those supplied by the manufacturer?

No Yes Describe the modifications / accessories

Insured vehicle details (cont'd)

10. Was there any unrepaired damage to the vehicle before the accident?

No Yes Describe the unrepaired damage

11. What were you using the vehicle for at the time of the accident? (e.g. travelling to work, shopping, business use)

Driver details

12. Who was driving the vehicle when the accident happened?

Relationship to insured (e.g. son, daughter, employee)

Address

Postcode

Private telephone no.

Business telephone no.

Facsimile no.

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Was this person driving with the knowledge and consent of the insured?

No Yes

13. Did the driver have a current driver's licence for this class of vehicle?

No Yes Licence no.

Learner's 'P' plates Full

Years licenced

Date of birth

List any restrictions on the licence

14. Did the driver drink any alcohol, or take any drugs or medication in the 12 hours prior to the accident?

No Yes What did the driver drink or what drugs or medication did the driver take?

When?

How much?

15. Has the driver been charged with, or convicted of, a motoring offence (other than a parking offence) or been disqualified from driving in the past 5 years?

No Yes State the details

16. Has the driver been charged with, or convicted of, any criminal offences in the past 10 years?

No Yes State the reasons

17. Has the driver had insurance refused or cancelled, had a renewal refused or had special conditions imposed by an insurer?

No Yes State the reasons

18. Has the driver been involved in a car accident, or claimed against an insurance company for damage to a car, in the past 5 years?

No Yes Complete details below

Full name of person

Date of occurrence

Brief details (e.g. hit other car in rear)

 / /

Your insurance company's name

Was a claim submitted to your insurance company? No Yes

Accident details

19. When did the accident happen?

Date

Time

a.m.

 / /

p.m.

20. Where did the accident happen? Please also provide a street directory map reference if possible.

21. How did the accident happen?

Describe in detail the circumstances leading up to the accident and how the accident happened. It is important to be as accurate as you can. **Please tell us all the facts, even if they are not in your favour.** Tell us which driver you feel is at fault and why.

22. Was a trailer being towed at the time of the accident? No Yes Type of trailer

Registration number

23. Did the accident happen at, or near:

(a) Traffic lights?

No

Yes

Indicate the colour of the traffic light facing the:

Insured driver - Red Amber Green

Other driver - Red Amber Green

(b) Stop or Give Way sign?

No

Yes

Indicate the type of sign facing the:

Insured driver - Stop sign Give Way sign

Other driver - Stop sign Give Way sign

24. What were the road conditions at the time of the accident?

(a) Sealed roadway Wet Dry

(b) Unsealed roadway Wet Dry

What were the weather conditions at the time of the accident?

Fine

Overcast

Raining

Storm

Hail

Other weather conditions

What vehicle lights were in use?

What signals were given?

By you

By the other driver

By you


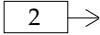





By the other driver

25. At the time of the accident what was the approximate speed **before braking** of the:

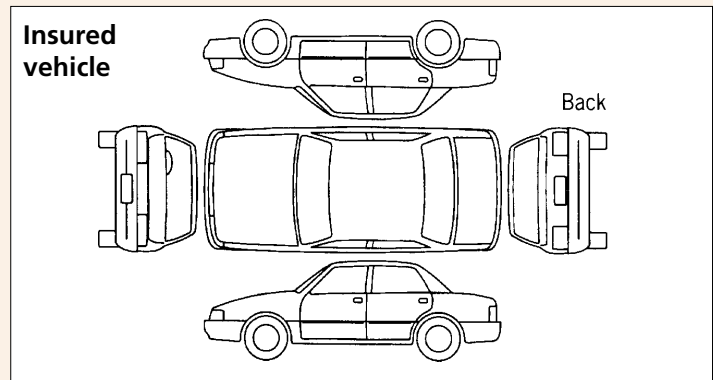
(a) Insured vehicle km/h (b) Other vehicle km/h

Accident details (cont'd)

26. Using the symbols below draw a diagram of the accident scene showing the position of all vehicles. Indicate by arrows the direction in which the vehicles were travelling, the names of the streets and the north point of the compass. Please identify any other vehicles involved as '2', '3', '4' etc. It is important that the sketch be as accurate and as detailed as possible as it may be used in legal proceedings.

Your vehicle 	Other vehicle 	Pedestrian, Cyclist etc. 	Road 	Stop sign 	Give way sign 	Lights 

27. On this diagram please shade the areas damaged in the accident.



28. If we wish to inspect the vehicle, whom do we contact and where will the vehicle be?

Name of person

Telephone no.

Address where the vehicle is being kept

Postcode

Other vehicle(s) details

Please provide information about the other vehicle(s), even if they were not damaged. This will help in our investigation. If additional vehicles were involved, attach details of those vehicles on a separate sheet.

29. Owner's details (Vehicle 2)

Full name

Telephone no.

Address

Postcode

Owner's insurance company

Make, model & body type

Registration number

Year of manufacture

Driver's details (Vehicle 2)

Full name

Telephone no.

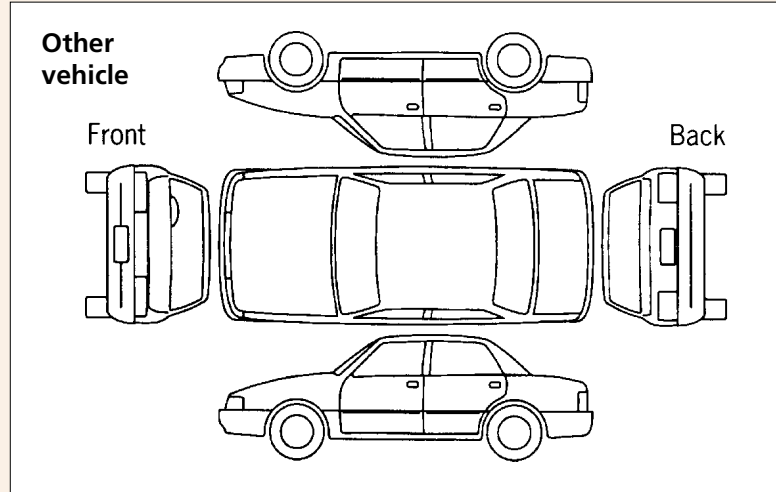
Address

Postcode

Licence number of driver

Date of birth

30. Please shade the damaged areas of the **other vehicle(s) damaged in the accident**



31. As a result of the accident, was there any other property damaged (e.g. fences, telephone poles)?

No Yes Provide details (including name and address of owner)

32. Were there any witnesses to the accident?

No Yes Please complete the details below

Witness No. 1

Full name

Telephone no.

Address

Postcode

Type of witness: Passenger in — insured's vehicle — other vehicle Independent eye witness

Witness No. 2

Full name

Telephone no.

Address

Postcode

Type of witness: Passenger in — insured's vehicle — other vehicle Independent eye witness

List other people on a separate page and attach the page to this form.

33. Did the police or fire brigade attend the accident?

No Yes Police OR Fire Brigade

Officer's name

Name of station

34. Was the accident reported to a police station?

No Yes Officer's name

Name of station

Date reported

35. Was either driver asked to take a blood / Breathalyser test?

No Yes Insured driver the result %

Other driver the result %

36. Was either driver charged with an offence or offences or advised that charges may be laid?

No Yes Insured driver and the offence(s)

Other driver and the offence(s)

Declaration

I declare that to the best of my knowledge and belief the information in this form is true and correct and I have not withheld any relevant information.

I consent to CGU Insurance using my personal information I have provided on this form for the purpose of processing my claim. I understand that if I choose not to provide the required details, this is my choice, however, CGU Insurance may not be able to process my claim.

* I consent to CGU Insurance disclosing my personal information to other insurers, an insurance reference service or as required by law. I consent to CGU Insurance also disclosing my personal information to and/or collecting additional information about me, from investigators or legal advisors.

Signature of the insured or person with authority to sign for and on behalf of a company or partnership

Date

Signature of the driver (if not the insured)

Date

* This consent only applies when a claim is submitted in relation to a policy issued to the individual, not a company or business.

Please indicate the number of additional pages attached to this claim report

When complete, please forward the report to:

- CGU Insurance, GPO Box 9902 in the capital city of your state or
- your agent or your broker or
- your local CGU Insurance office.