

MOTOR / FLAT GLASS CLAIM FORM

This form is intended for Glass type claims.
The Insurer reserves the right to request completion of their prescribed claim form if deemed necessary.

(TO BE COMPLETED AND SIGNED BY CLAIMANT)			
The issue of this form is not an acknowledgement of any liability by the Insurance Company			
DETAILS OF THE INSURED ("YOU") & INSURER REFERENCE			
INSURED			
POSTAL ADDRESS	TELEPHONE	OFFICE:	FAX:
		HOME:	
		CELL:	
OCCUPATION	E-MAIL		
INSURER	POLICY	NO	
PARTICULARS OF CLAIM			
WHEN DID THE LOSS OCCUR?	DATE:	TIME:	
WHAT WAS THE CAUSE OF THE BREAKAGE?			
NAME AND ADDRESS OF PERSON RESPONSIBLE FOR THE LOSS?			
IS THERE ANY OTHER INSURANCE COVERING THE GLASS	<input type="checkbox"/> YES	<input type="checkbox"/> NO	IF YES, STATE COMPANY NAME
PARTICULARS OF PREMISES IF APPLICABLE			
ADDRESS OF PREMISES WHERE BREAKAGE OCCURRED			
WERE THE PREMISES OCCUPIED?			
IF YES, BY WHOM AND FOR WHAT PURPOSE?			
PARTICULARS OF VEHICLE IF APPLICABLE			
MAKE AND MODEL	REGISTRATION NUMBER		
DRIVER NAME	DRIVERS LICENCE NUMBER		
DECLARATION			
I/WE WARRANT AND DECLARE THAT THE PARTICULARS GIVEN ABOVE ARE TRUE IN EVERY RESPECT AND THAT I/WE HAVE NOT WITHHELD ANY INFORMATION WHATSOEVER IN CONNECTION WITH THE CLAIM			
SIGNATURE: Insured / Broker / Sub-agent		DATE	TIME

IMPORTANT CLAIMS ASPECTS OF WHICH YOU SHOULD TAKE NOTE

ATTACHMENTS

In respect of Motor Glass Claims when the vehicle was driven at the time of the breakage, please enclose a copy of the driver's driving licence and ID/passport.

EXCESS

You are liable for payment of the excess, IRRESPECTIVE WHETHER OR NOT YOU ARE TO BLAME for the event. Make sure what the excess is AND how the claim will affect your premium before you submit a claim. Small losses are often not worth claiming for.

QUOTATIONS

DO NOT supply quotations from repairers or contractors whom you are not willing to deal with. DO NOT take it for granted that your Insurer will make use of the cheapest quotations.

PAPERWORK

Please ensure that you submit your claim with accurate and complete details, which are truthful in all respects. This will contribute towards speedy settlement of your claim and effective recovery procedure against third parties where relevant. Remember that your claim will not be processed until all required documentation have been provided and received!

EMERGENCY REPAIRS

You may prejudice your rights in terms of your policy if repairs, other than emergency repairs, are performed without the consent and approval of the insurance company.