

ITEMS REQUIRED TO PROCESS YOUR CLAIM

MOTOR

! IF YOUR VEHICLE IS UNDER WARRANTY YOU MUST GET A QUOTE FROM AN AGENT APPROVED REPAIRER

- ☑ 1 x Quote to repair vehicle (From SAMBRA approved Panelbeater)
- ! The damages to your vehicle MUST BE ASSESSED before repairs can start**
- ! Please DO NOT ask a repairer to start working on vehicle before it has been assessed**
- ☑ Clear copy of drivers license and ID (Please **enlarge** this copy)
- ☑ Copy of the Towing Invoice – *if applicable*
- ☑ Police case number
- ☑ Third party details if you have them
- ☑ Copy of PDP
- ☑ International Driving Permit (if the driver is not South African)
- ☑ Defensive Driving Permit (if the driver is not South African)
- ☑ Copy of the vehicle license
- ☑ Copy of the Vehicle Registration Certificate (AKA the Log Book)
- ☑ Kindly ensure that the owner as well as the driver signs and dates the claim forms

THIRD PARTY REQUIREMENTS

- ☑ Affidavit stating he/she has no insurance on the vehicle
- ☑ A No Claims Letter from their insurance company if they do have insurance
- ☑ Clear copy of the driver's licence and ID document
- ☑ Copy of the vehicle registration certificate showing proof of ownership
- ☑ Clear description of accident with sketch
- ☑ Photos of damages also please include photo of vehicle license
- ☑ 3 quotes for repairing the vehicle
- ☑ Proof of banking e.g copy of cancelled cheque / bank statement

* Should the third party contact you, please ask them to contact our office

STOLEN / HIJACKED VEHICLES

- ☑ Police case number
- ☑ SAP 21 form
- ☑ Copy of vehicle Registration Certificate
(original to be produced before payment can be made)
- ☑ Vehicle License
- ☑ Settlement Letter (if finance owing on vehicle)
- ☑ Copy of driver's license
- ☑ Keys and / or spare keys

ALL RISK / GENERAL

- ☑ 1 x quote to repair / replace the item
replacement quote must be the same as the item you had if the item is discontinued quote must state the same and the item which has replaced previous model must be quoted on
- ☑ Damage Report *this report states the cause of damage*
- ☑ Retain the salvage
- ☑ Proof of surge protectors (in case of lightning / power surge)
- ☑ Proof of ownership e.g box of item, purchase invoice for item, charger or remote for item ect.
- ☑ Retain the cell phone charger
- ☑ ITC Blacklisting number in respect of cell phone (in writing)
- ☑ Copy of Alarm Report
- ☑ Proof of forcible and violent entry e.g broken door / window / lock etc
- ☑ Police case number

DEFECTIVE WORKMANSHIP

- ☒ Detailed statement of the incident
- ☒ Job card of the work carried out
- ☒ A letter from the third party holding the you/company liable
- ☒ Quote for the damages.

PUBLIC LIABILITY

- ☒ Letter from third party holding you responsible for damages
- ☒ Quote / invoice for damages

GOODS IN TRANSIT

- ☒ Copy of the original suppliers / sales invoice
- ☒ Drivers statement describing accident / incident
- ☒ Delivery Note and/or waybill
- ☒ Vehicle and trailer(s) roadworthy and licence certificates and permits
- ☒ Drivers current PrDP (Licence) including any endorsements
- ☒ Full price claim identifying items lost/damaged
- ☒ Load confirmation and/or Transport costs charged to deliver the load
- ☒ Third party details (if any)

SPILLAGE

- ☒ A fully completed and signed claim form.
- ☒ Copy of all COF's on the horse and the trailers.
- ☒ Copy of vehicle registration / license certificate.
- ☒ Copy of drivers ID, license and hazardous Prdp.
- ☒ Quotes.
- ☒ Copy of all waybills.
- ☒ Copy of towing bills if applicable.
- ☒ Proof of insurance of the underlying policy.
- ☒ Proof of insurable interest if the vehicle is not registered in the company's name.
- ☒ SAP report.