

Exchange of Information Form

Please report all accidents to head office immediately.

In the event of an accident do not admit fault or apologise. The insurance company will need you to collect the following information at the scene:

As soon as you can after the accident has happened, using the camera in your vehicle or your mobile phone, please take photos of; The other vehicle, the surrounding area, your vehicle, the road to show skid marks etc and anything else you feel might be useful at a later date.

1. Other Driver Information;

Name _____

Address _____

Phone number _____

Driver's date of birth _____

Driver licence number _____

Further information _____

2. Other Vehicle Information

Make _____

Model _____

Year _____

Registration _____

Other _____

3. Third Party Vehicle Owner Information (If Different From The Driver);

Name _____

Address _____

Phone number _____

Any Further information _____

If the driver is not the owner of the car, be sure to obtain the car insurance information of the vehicle involved in the accident and not the driver's own car – see below;

4. Third Party Insurance Information;

Name of car insurance company _____

Insurance company address _____

Insurance company phone number _____

Insurance policy holder's name _____

Insurance policy number _____

Expiration date _____

If the other driver is uninsured, get as much information as you can and call the police for further instructions.

5. Passengers;

Name _____

Address _____

Phone numbers _____

6. Witnesses;

Name _____

Address _____

Phone numbers _____

6. Attending police officer's information

Name _____

Badge Number _____

Contact Information _____

7. As soon as you can, write down details such as:

Time of the accident _____

Weather/Visibility conditions _____

Road/Pavement conditions _____

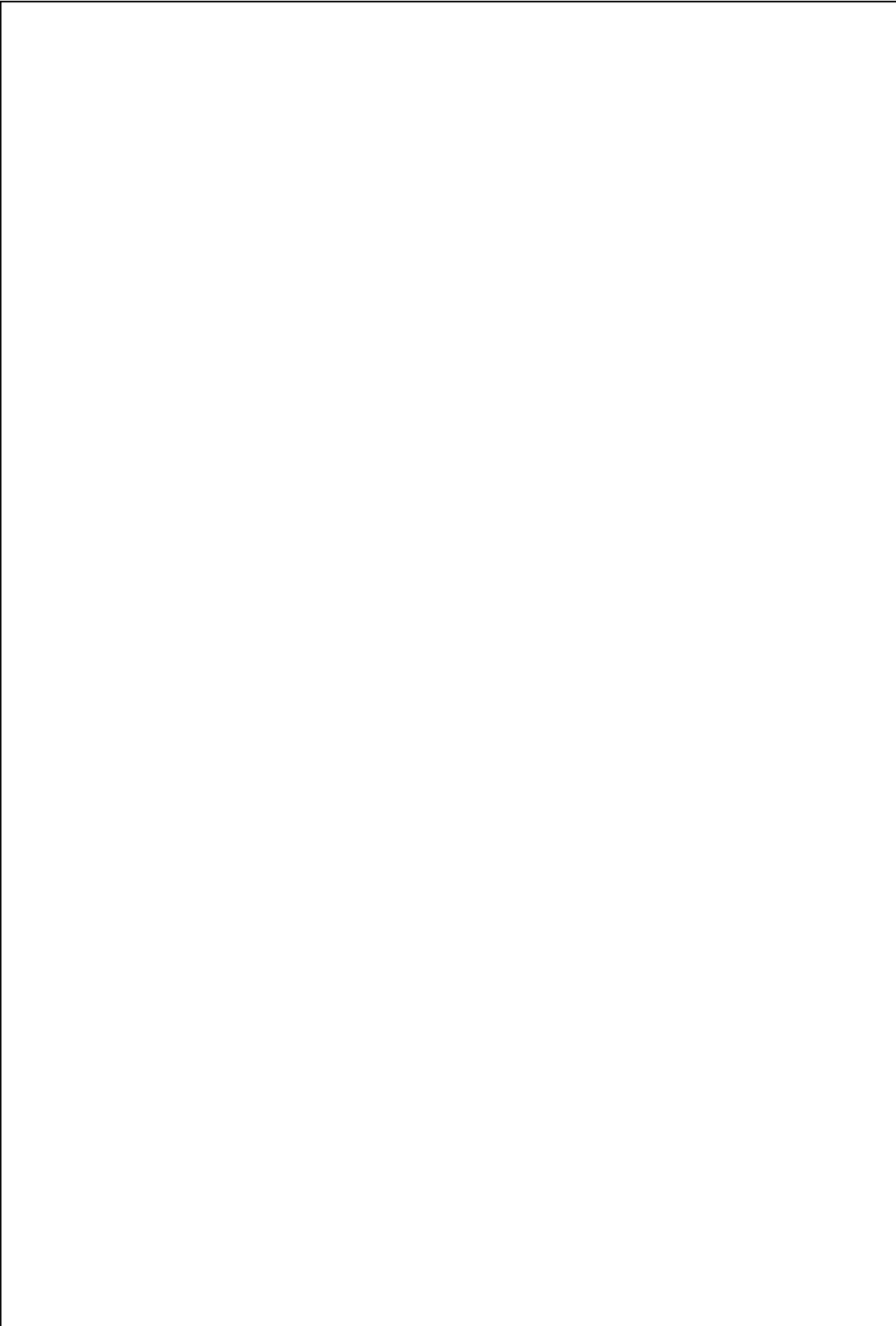
Signs on the streets _____

Road speed limit _____

Approximate speed of the vehicles involved _____

Explain the sequence of events _____

Draw a sketch of the road or street and any obstacles, making a note of the direction each person was driving:



Write down description of the collective damage, each car's damage, bodily injuries and property damage:

Take photographs of the scene of the accident and any details if you have a camera/camera phone at hand.

What NOT to do in a car accident:

Car insurance companies suggest that you do not talk about who is at fault with the other driver. Also do not admit fault or apologize.

You may give the police officer an account of the circumstances and the accident but preferably not in the presence of other people.

No one may force you to give details of the accident or to admit blame and you have the right to see a lawyer before making any statements. If the accident is serious, consult your Lawyer as soon as possible and let us know.