

MOTOR VEHICLE INSURANCE CLAIMS CHECKLIST

Checklist of information and items that you will need when making a Motor Vehicle Insurance claim. We hope you find this list helpful.

Policy Number

Insured name (as per policy)

Risk address/Registration number/Make and model of vehicle

GST details (ABN & ITC)

Date and time of loss

Loss address/accident description and extent of damage

Owner details (fleet)

Driver details:

- Name
- Address
- Licence details and DOB
- Drugs/alcohol within 12 hours

Third party owner details (if applicable):

- Name
- Address
- Registration number
- Insurer
- Contact number

Third party driver details (if applicable):

- Name
- Address
- Contact number

Witness details (if applicable):

- Name
- Address
- Contact Number

Police details (if applicable)

Location of Vehicle

Whatever the claim type, you must make sure you notify your claim to your insurer or insurance broker as soon as possible and gather all relevant information at the time of the incident (such as third party details and/or witness details).

It is important that all claims are settled quickly and fairly so as to minimize any disruption to your business. Completing a claim form (if applicable) immediately, or as soon as practicable and submitting the details to your insurer or insurance broker means your claim can be actioned quickly and efficiently and minimizing the impact to you.

Optimum Service from Quote to Claim

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