

ACCIDENT REPORT

Do's and Don'ts in the Event of an Accident

1. Stop immediately.
2. Do not attempt to drive your vehicle further if you do not know the extent of the damage - consequential damage is not covered by Insurers.
3. Do not admit responsibility or liability.
4. If anyone is injured or killed, do not move the vehicles. Call the police and an ambulance immediately.
5. Make a note of the number and station of the policeman or traffic officer in attendance.
6. If the police are not called to the scene of the accident, report the accident to the SAP within 24 hours. Give the details and produce your driver's licence. Get the relevant case number from them.
7. Record the date, time and place of the accident. Sketch the scene. See reverse.
8. Obtain all relevant details from the other parties involved. Whether their (or your) vehicle is damaged or not.
9. Write contact details of any witnesses present.
10. Give your contact details to any person who may reasonably request this information.
11. If the vehicle has to be towed away, have it taken to a panelbeater and not to the yard of the towage service.
12. Execuline clients : Phone 0860 10 34 34 and use their towing services only.
13. Inform your broker of the accident as soon as possible.

DAMAGE TO OTHER VEHICLES:

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| Registration No.: | | |
| Name, Address and Tel. No. of Owner and Driver: | | |
| WITNESSES: | | |
| Name, Address and Tel. No.: | | |
| Damage to Property: | | |
| Sketch of Accident: | | |