



VANGUARD ASSURANCE COMPANY LIMITED

HEAD OFFICE: P. O. Box 1868, ACCRA

E-MAIL: vanguard@ghana.com

TELEPHONE: 021 666485/6/7

FAX: 021 668610

BRANCH OFFICES:

P. O. Box KS 6979, KUMASI

TELEPHONE: 051 26780 / 31280

P. O. Box 0225, TAKORADI

TELEPHONE: 031 24538

P. O. Box Private Mail Bag, TEMA

TELEPHONE: 022 208018

P. O. Box 418, HOHOE.

TELEPHONE: 093 52097

P. O. Box 288, KOFORIDUA

TELEPHONE: 081 23274

P. O. Box 152, AGONA SWEDRU

TELEPHONE: 041 475

P. O. Box 680, SUNYANI

TELEPHONE: 061 23401

P. O. Box 1266, CAPE COAST

TELEPHONE: 042 30554

P. O. Box 102, TECHIMAN

TELEPHONE: 036 220244

P. O. Box 296, TARKWA

TELEPHONE: 071 91045

P. O. Box 2469, TAMALE

MOTOR ACCIDENT REPORT FORM

Please Note that:-

It is necessary that great care should be taken in completing this form and the information given therein should be strictly accurate, irrespective of whether it is in your favour or otherwise. You should not make any payment offer or promise of any payment or admit liability in anyway, as by so doing you may prejudice your position and make settlement a difficult matter.

POLICY

RENEWAL

Name of Insured

Address

Occupation Telephone No.:

PARTICULARS OF MOTOR VEHICLE CONCERNED:

Registration No. Make Model Year of Make

Is the vehicle the subject of a hire purchase or loan agreement? Yes / No

If so state the name of finance company or lending organisation

If claim is under a Motor Trade Policy give name and address of owner of vehicle

State fully the purpose of which the vehicle was being used. (It is not sufficient to state "Business" or "Private")

Was the vehicle being used with your consent? Yes / No

PARTICULARS OF PERSON DRIVING AT THE TIME OF ACCIDENTS:

Full Name..... Address.....

Age Occupation..... Telephone No.....

Driving Licence No Date of issue

For what group of vehicles has the licence been issued?.....

Has the driver ever been convicted of any motoring offence? Yes / No

If so give details

State whether the person driving at the time of accident was : (a) The Owner (b) An Employee.....

(c) Relative or friend.....

If an employee, how long has he / she been in your employment as a driver?

If owner was not driving - State whether the person driving owns a vehicle himself Yes / No

If so state name and address of the Insurer of the person driving and number of Policy held by him / her.....

CIRCUMSTANCE OF ACCIDENT:

Date and Time 20 at am/pm.

Exact location of incident

Speed of vehicle

If after lighting up time what lights were lit on your vehicle?

How many persons were in your vehicle at the time of the accident?

If you were not in the vehicle, when was accident reported to you?

Give full description of how the accident happened

.....

.....

.....

.....

In your opinion was the accident caused by your driver? If not, by whom?.....

Damage to your vehicle.....

.....

Where can the vehicle be seen?.....

Name and address of nearest Repairers.....

THIRD PARTIES INVOLVED IN ACCIDENT:

Names and addresses of persons injured and the extent of their injuries:

Injured persons in your vehicle

1 2

3 4

Injured persons in the other vehicle

1 2
3 4

State details of other vehicle involved: Regd. No Make
Model

State name and address of the driver of this vehicle

State name and address of the owner of this vehicle

State name and address of Insurer of this vehicle and policy number.....

Details of damage to this vehicle

Has any claim been made upon you? Yes/No If so, state particulars below and note that any letter or communication received by you must be forwarded immediately unanswered, to this company.

Has any person involved in the accident been given a notice of intended prosecution by the Police?

Yes / No

If so, state details.....

Witnesses:

1
2
3

State names and addresses of independent witnesses:

1
2
3

Was the accident reported to the Police? Yes / No If so, state date reported and at which Police

Station

Name Police Constable who took particulars

Do you hold more than one policy indemnifying you in respect of this accident? Yes / No

I declare that the above statement is true in all respects to the best of my knowledge and belief and I hereby leave in the hands of the Company in accordance with the Conditions of the Policy the conduct of all claims and litigation arising out of this accident and to which the Policy applies to deal with, to prosecute and/or settle as they think fit without further reference to me; and I undertake to give all such information and assistance as the

Company may require.

Date..... Signature

The Company does not admit liability by the issue of this form.

SKETCH

Please make a Sketch showing position of Vehicles and Persons concerned both before and after the Accident, and showing the direction in which they were travelling.



POSITION BEFORE ACCIDENT

POSITION AFTER ACCIDENT