

# MOTOR CLAIM FORM

THE ISSUE OF THIS FORM IS NOT TO BE TAKEN AS AN ADMISSION OF LIABILITY

- a. The claim form is to be duly filled and signed by the insured.  
 b. All facts and statements must be factual not influenced or biased in any favour.  
 c. The damaged vehicle shall not be left unattended without proper precaution being taken to prevent further damage.

Policy Number \_\_\_\_\_ Vehicle Number \_\_\_\_\_ Claim Number \_\_\_\_\_

**Insured Details**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ Pin \_\_\_\_\_  
 Mobile \_\_\_\_\_ Landline \_\_\_\_\_ Email \_\_\_\_\_

\* Please note that claim cheque (if any) will be dispatched to the address mentioned above. This address will be updated in above mentioned policy.

Name (As per Bank Account) \_\_\_\_\_  
 Bank Details- Bank Name \_\_\_\_\_ Branch \_\_\_\_\_  
 Type of A/c \_\_\_\_\_ A/c No \_\_\_\_\_ PAN No. \_\_\_\_\_  
 IFSC Code \_\_\_\_\_ MICR \_\_\_\_\_

**Loss Details**

Date & Time of Accident DDMMYYYY HHSS am/pm  
 Place of Accident \_\_\_\_\_ Types of Loss :  Own Damage  Theft  \*Third Party  
 Short Description of Accident \_\_\_\_\_

Police Report Details, if any \_\_\_\_\_

**Driver Details at the time of Accident**

Name \_\_\_\_\_ Age \_\_\_\_\_  
 Driver License No. \_\_\_\_\_ Name of RTO \_\_\_\_\_ Learners License :  Yes  No  
 Co passenger details \_\_\_\_\_

**Applicable for Commercial Vehicle**

No. of Passengers carried at the time of Accident \_\_\_\_\_ G R Number & Date \_\_\_\_\_  
 Permit No. \_\_\_\_\_ Permit Issuing Authority \_\_\_\_\_  
 Permit Valid up to \_\_\_\_\_ Permit valid for (Area) \_\_\_\_\_  
 Fitness Granting Authority \_\_\_\_\_ Fitness valid up to \_\_\_\_\_

**Applicable for third party property damage or injury**

Name of Third Party/ Occupants/ Driver/Property	Contact No	Type of Injury / Property Damage	Name of the Hospital where admitted	Any Legal / Court Notice Received

**I hereby declare having submitted the following documents**

- Copy of Policy/Cover Note  Copy of RC Book  Copy of Driving License  Estimate of Repairs  
 Copy of Fitness Certificate  Copy of Permit  Copy of FIR  G. R. Form

**DECLARATION:**

I/We here by declare that the details given above are true and correct to the best of my belief and knowledge .In event above information or any part thereof is found incorrect, I/We agree that all rights under the policy will be forfeited. I/We also agree to provide additional information to the company, if required.

Date: \_\_\_\_\_

Insured Signature \_\_\_\_\_

## List of Documents Required

- Claim Intimation
- Policy Copy
- Claim form
- Copy of RC book
- Copy of Driving License
- Estimate
- Photos
- Survey Report
- Survey Fees Bills
- Supplementary Report / Re-inspection report
- Final repair invoice and receipt / Satisfaction voucher for cashless payment

### **Addition Documents For Commercial Vehicle**

- Fitness Certificate
- Copy of FIR
- Permit
- Load Challan

## Theft Claims

- Claim Intimation
- Original Policy
- Claim form
- Original Registration certificate
- FIR
- Original set of keys
- Original Sales invoice & Tax receipt
- Intimation to RTO (to inform RTO that the vehicle is stolen and not to transfer)
- Final Report
- Transfer papers
- Indemnity Bond
- Subrogation letter

## NEFT Payment

- Cancelled Cheque for NEFT Payment

## AML Documents - for claims above One Lakh Rupees

- IPhoto Identity Proof
- Passport size photo – (Individual) – Mandatory
- Pan card - Mandatory
- Passport / Driving License / voters ID Card
- IProof of Address – (last six month)
- Telephone Bill / Electricity Bill / Bank Statement / Ration Card
- Memorandum of understanding / Registration of Company – (Regd. Company / firm / establishment)

- **The list given is indicative in nature. Further additional documents may be called for depending on the nature of the claim.**