



INSURANCE BROKERS

MOTOR ACCIDENT CLAIM PROCEDURE

Incident Report Form to be completed and sent to RMS immediately when the claim occurs

All claim forms and documents to be sent to RMS as soon as practicable

DOCUMENTATION REQUIRED:

1. Fully completed claim form
2. Copy of driver licence & I.D & Prdp (if applicable)
3. Copy of motor vehicle and trailer licence and Registration Certificates
4. Quotations on repairs
5. Police case reference number/details & copy of report
6. All of third party details i.e. Name, telephone number, address and I.D number.
7. Towing Invoice - if applicable
8. Copy of Load documentation