



PUBLIC LIABILITY CLAIM FORM

1. Complete this form in detail and return it to the Company without delay.
2. The Hollard Insurance Company are committed to resolving valid claims within the shortest possible time; in order to assist in expediting this process kindly ensure that this form is completed in detail.
3. A person making a claim against you must not be advised that you are insured or as to the terms and extent of your insurance.
4. All claims made against you must be advised to the Company immediately on receipt and all communications forwarded unanswered to the Company.
5. The Company will, subject to the terms and conditions of the Policy, undertake your defence in any legal action and all notices or advice of such action must be forwarded to the Company forthwith.
6. The issue of this form must not be considered as an admission of liability on the part of the Company, but is in accordance with the terms and condition of the Policy.

Broker/Agent _____ Policy Number _____

Insured

Name of Company _____

Is the company insured as a VAT vendor Yes No Company VAT/ Reg no. _____

Occupation _____

Address/Business address _____

Telephone no. (Work) _____ Cell phone no. _____ E-mail _____

Details of loss/damage

Date of accident _____ Time (e.g. 17:00) _____

Place where accident occurred _____

Detail and comprehensive statement setting out circumstances surrounding the loss _____

Do you believe you were negligent, and if so, why? Yes No _____

What measures were taken to prevent loss or damage? _____

Third Party

Name of person injured or owner of property damaged _____ Age of injured Person _____

Address _____

Business or occupation _____

Is the letter from the third party attached Yes No If not, please request.

Has the third party appointed attorneys Yes No

Please provide details of the attorneys or any correspondence received _____

Please give full details of

i) Details of injury or loss _____

Telephone no. (Work) _____ Cell phone no. _____ E-mail _____

Provide as much detail as possible (Attach drawings/maps/statements, etc.)

