



**Kelly & Coe Insurance  
Brokers Pty Ltd**  
ABN 87 002 406 180  
AFS Licensee No. 247278

Suite 3,98 Alfred Street  
Milsons Point NSW 2061  
PO Box 433 Milsons Pt 1565  
Telephone: (02) 99297155  
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## **What should I do if I have a motor vehicle accident?**

Unfortunately, accidents can happen to anyone, even the most careful drivers.

If you are ever in an accident, remain calm and follow the handy tips provided below:

### **At the scene of the accident:**

- Stop your vehicle. If you're blocking traffic, or the location isn't safe, move your vehicle to a safe place nearby. If you are involved or witness an accident, the law requires you to stop.
- Check all involved parties for injuries. Ensure assistance is provided to anyone that is injured. Call an Ambulance or Doctor if required on 000.
- Notify the police if anyone is injured, either your vehicle or the other vehicle needs to be towed away or you are unable to provide particulars of the owner, involves a hit-and-run, or a dispute about liability.
- Obtain full details of vehicles involved – please complete the “Motor Vehicle Accident Information Sheet” sheet overleaf.
- Call a tow company if your vehicle isn't driveable. You should direct the towing of your vehicle to your insurer's Assessment Centres and if applicable, your insurer's recommended repairer. Obtain the name, address, and phone number of the tow company.

### **After the accident:**

Contact us with full details as soon as possible by telephone our office on 02 9929 7155 8.30am to 5.00pm (Monday to Friday) or if outside of our business hours, your insurer's Claims Centre.

### **More helpful tips:**

- Clear the roadway of broken glass and debris if possible. Do everything reasonable to limit and prevent further damage or loss to your vehicle.
- Co-operate with police by giving them accident details and answering their questions. Be sure to get the names and day time phone numbers of any officers on the scene and the number of the police report.
- Do not admit fault to anyone else involved in the accident.
- If you have a camera with you, take pictures of the accident location, damage to all the vehicles or property involved, and other relevant details of the accident scene.
- Don't forget to obtain full details of vehicles involved – complete the “Accident Information Sheet” following. As soon as is practical, fax the completed document through to our office on 9929 4728.

We welcome any further queries you may have in respect to your insurance or any further matters.  
Drive Safely!



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**ACCIDENT INFORMATION SHEET**

Please fax through to Kelly & Coe Insurance Brokers Pty Limited on: 02 9929 4728

Full name of Driver of your vehicle: ..... Regist. no:.....

Date of birth: .....Years Licenced:..... Contact phone no.....

Registered owner: .....

**Other drivers details: (If there are several vehicles involved, obtain details of all drivers and vehicles)**

Drivers' Name in full: .....

Licence No: ..... Date of birth:.....

Drivers' Address:.....

Phone No's: Daytime:..... after hours:.....Mobile no:.....

**Other Vehicles details:**

Registration number: ..... Make & model:..... Vehicle colour:.....

Year of manufacture:..... Vehicle type: eg: sedan, wagon:.....

Their Insurance Company: ..... Their Policy no.:..... (if known)

Vehicle owners name:.....

Vehicle owners address:.....

**Accident Details**

Date of accident: ..... Time:..... Weather:.....

Police attend accident?: YES/NO Police Event No.:.....Policeperson:.....

Accident location: .....

Write a short description of the incident:.....

.....

Details of the damage to their car:.....

Who do you believe were at fault: (Circle whichever is applicable): OTHER PARTY INSURED

**Witnesses details:**

**Witness 1**

Name: ..... Phone no: .....

Address:.....

**Witness 2**

Name: ..... Phone no: .....

Address:.....