



Public Liability Claim Form

Openbare Aanspreeklikheid Eisvorm

Please return fully completed form to **your broker**
Stuur asseblief voltooide vorm terug aan **jou makelaar**



SINCE
87

BROKER:
MAKELAAR:

POLICY NO:
POLIS NR:

CLAIM NO:
EIS NR:

For the timeous processing of your claim please provide the following:

- Completed claim form
- Any third party approaches (all correspondence, legal notices etc)

Vir die spoedige verwerking van u eis, verskaf asseblief die volgende:

- Voltooide eisvorm
- Enige derde party benaderings (alle korrespondensie, regskenisgewings ens)

INSURED

VERSEKERDE

Name:
Naam:

ID no or company registration no:
ID nr of maatskappy registrasie nr:

Contact name:
Kontaknaam:

Occupation or type of business:
Beroep of tipe besigheid:

Physical address:
Fisiese adres:

Telephone no:
Telefoon nr:

Cell phone:
Selfoon:

Email:
Epos:

DETAILS OF LOSS / DAMAGE

BESONDERHEDE VAN VERLIES / SKADE

Place of loss / damage:
Plek van verlies / skade:

Date of loss / damage:
Datum van die verlies / skade:

Time of loss / damage:
Tyd van die verlies / skade:

Description of loss / damage:
Beskrywing van verlies / skade:

WITNESS DETAILS**GETUIE SE BESONDERHEDE**

Name: Naam:		
Physical address: Fisiese adres:		
Telephone no: Telefoon nr:		Cell phone: Selfoon:
Are there any photographs of the damage? Is daar foto's van die skade?	Y/J	N

DETAILS OF PROPERTY DAMAGE**BESONDERHEDE VAN SKADE AAN EIENDOM**

Name of owner: Naam van eienaar:		
Physical address: Fisiese adres:		
Description of loss: Beskrywing van verlies:		

DETAILS OF PERSONAL INJURIES**BESONDERHEDE VAN PERSOONLIKE BESERINGS**

Name: Naam:		
Address: Adres:		
Telephone no: Telefoon nr:		Cell phone: Selfoon:
Age of injured: Ouderdom van beseerde:		
Details of injuries: Besonderhede van beserings:		

If any person named above is in your service, your tenant, or related to you, give full details.
Indien enige van die bogenoemde persone in jou diens is, jou huurder is, of aan jou verwant is, gee volledige besonderhede.

SPREAD OF FIRE**VERSPREIDING VAN BRAND**

Cause of fire? Oorsaak van brand?		
Were neighbours informed of possible danger? Is bure in kennis gestel van moontlike gevaar?	Y/J	N
Provide neighbours name and contact details	Voorsien bure se name en kontaknommers	
Were all available resources used (including aerial bombing, if access to bombers was available to the insured)? Is alle beskikbare hulpbronne gebruik (insluitend lugwaterbomme indien toegang daartoe beskikbaar was vir die versekerde)?	Y/J	N
Details of resources utilised	Besonderhede van hulpbronne wat gebruik is	
Were firebreaks in place on both insured and third party's boundaries? Is daar voorbrande in plek op beide die versekerde en derde party se grense?	Y/J	N
Provide details of fire breaks	Voorsien besonderhede van die voorbrande	
Were any photos taken? Is enige foto's geneem?	Y/J	N
If yes, where can photos be obtained	Indien wel, waar kan die fotos verkry word	

CLAIM

EIS

Has any claim or demand for payment been made against you?
 Is enige eis of versoek tot betaling teen jou ingestel? Y/J N How much?
 Hoeveel?
 If yes, please give details and attach all correspondence.
 Indien ja, gee asseblief besonderhede en heg alle korrespondensie aan.

If a claim has been, or is being made against you, give details and attach all correspondence.
 Indien 'n eis teen jou ingestel is, gee besonderhede en heg alle korrespondensie aan.

Name: _____
 Naam: _____
 Physical address: _____
 Fisiese adres: _____
 Telephone no: _____ Cell phone: _____
 Telefoon nr: _____ Selfoon: _____

DECLARATION

VERKLARING

I / We declare that the information provided in this claim form is true in every respect. I / we declare that no information has been withheld and that the statements made herein correctly presents my / our loss arising from the above stated occurrence. I / we accept that if I / we exaggerate any part of this claim, or make any false declaration or statement, I / we shall **not** be entitled to receive **any benefit** under this policy in respect of this claim. I / we further agree to provide any further information or documentation as may be reasonably required from our insurer.

Ek / Ons verklaar dat die voorafgaande besonderhede in elke opsig waar is. Ek / Ons waarborg die waarheid van die antwoorde op die bogenoemde vrae. Ek / ons verklaar dat geen inligting verswyg is nie en dat die bedrag geëis my / ons verlies wat uit die genoemde gebeure ontstaan het verteenwoordig. Ek / ons aanvaar dat indien ek / ons enige deel van hierdie eis oordryf, of enige valse/bedrieglike verklaring / inligting verskaf ter ondersteuning van hierdie eis, ek/ons **enige voordeel** onder hierdie polis sal **verbeur**. Ek / ons onderneem om enige verdere inligting en dokumentasie soos versoek deur ons versekeraar, te verskaf.

Name: _____
 Naam: _____
 Occupation: _____ Signature: _____
 Beroep: _____ Handtekening: _____
 Date: _____
 Datum: _____

This document has been sent electronically and is therefore unsigned / Hierdie dokument is elektronies gestuur en is dus ongeteken

NB 1 It is important to notify insurers immediately when you become aware of any impending prosecution, inquest or demand.

Dit is belangrik om versekerars onmiddellik in kennis te stel wanneer u bewus word van enige vervolging, geregtelike doodsondersoek of aanmaning.

If a Company / Close Corporation / Trust: _____
 Maatskappy / Beslote Korporasie / Trust: _____ Company _____ Close Corporation _____ Trust _____
 Maatskappy _____ Beslote Korporasie _____
 Duly authorised hereto by a resolution dated: _____
 Behoorlik daartoe gemagtig deur 'n resoluë gedateer: _____ Date / Datum _____
 Copy of resolution to be attached: _____
 Afskrif van resoluë moet aangeheg word: _____ Y/J N

BROKER DECLARATION

MAKELAAR VERKLARING

I acknowledge and understand that if I complete and sign this claim form on behalf of the Insured, that I am responsible for the accuracy and correctness of the information recorded herein. I declare that the information provided in this claim form is true in every respect and as communicated to me by the insured. I confirm that it has been explained to the insured that if any part of this claim is exaggerated, or any false declaration or statement is made, that the insured shall not be entitled to receive any benefit under the policy in respect of this claim.

Ek erken en verstaan dat indien ek hierdie eisvorm voltooi en onderteken namens die Versekerde, dat ek verantwoordelik is vir die korrektheid van die inligting hierin vervat. Ek verklaar dat die inligting wat in hierdie eisvorm vervat word in elke opsig waar is en soos aan my gekommunikeer deur die versekerde. Ek bevestig dat dit aan die versekerde verduidelik is indien enige deel van hierdie eis oordryf is, of enige valse / bedrieglike verklaring / inligting verskaf word ter ondersteuning van hierdie eis, dat die versekerde enige voordeel onder die polis sal verbeur.

Broker: _____
 Makelaar: _____
 Date: _____ Signature: _____
 Datum: _____ Handtekening: _____

Guidelines to the completion of your liability claim:

1. Never admit liability, nor make promises of any kind, nor take custody of the other person's property.
2. Please provide the third party with your broker's details who, in turn, will liaise with us.
3. Please report the event that gave rise to the liability claim to the police and your broker.
4. Should you receive any letters of demand, summons or other contact relating to the incident, please forward copies to your broker immediately. It is imperative that we receive this communication without delay.
5. We will register your claim on our system upon receipt of the fully completed claim form and the supporting documentation;
6. We will advise your broker of the claim number for reference purposes.
7. Our claim staff will review the claim and appoint a loss adjuster and/or investigator. We will notify your broker of the loss adjuster's and/or investigator's appointment.
8. If a loss adjuster and/or investigator is appointed, they will contact you directly. The time taken to receive the reports varies.
9. If we accept the third party claim due to liability attaching:
 - a. The third party's claim will be negotiated to our best advantage;
 - b. Do not enter into any discussions or negotiations with the third party. Refer the third party to your broker, who in turn, will refer the third party to us;
 - c. A release form is signed by the third party releasing all parties of any further claims relating to this event;
 - d. The claim is paid.
10. If we reject the third party claim due to liability not attaching:
 - a. We will send a rejection letter to the third party and a copy to your broker;
 - b. Should the third party institute legal action, we may appoint attorneys to defend you. Please do not enter into any discussions or negotiations with the third party. Refer the third party to your broker, who, in turn, will refer the third party to us;
 - c. Costs and damages that may be awarded by the court against you, will be borne by us, subject to the policy limit of indemnity.
11. When the matter has been concluded your broker will be advised.

Riglyne vir die voltooiing van u aanspreeklikheid eis:

1. Moet nooit aanspreeklikheid erken, beloftes van enige aard maak nie, en ook die ander persoon se eiendom in bewaring neem nie.
2. Verskaf asseblief aan die makelaar die derde party se besonderhede en hulle sal dan met ons onderhandel.
3. Rapporteer asseblief die gebeure wat aanleiding gegee het tot 'n aanspreeklikheidseis aan die polisie en u makelaar.
4. Indien jy enige aanmaningsbriewe, dagvaardings of enige kontak met betrekking tot die voorval kry, stuur asseblief dadelik afskrifte aan jou makelaar. Dit is baie belangrik dat ons die kommunikasie sonder enige vertraging ontvang.
5. Ons sal die eis registreer met ontvangs van die volledig voltooide eisvorm en ondersteunende dokumentasie.
6. Ons sal die makelaar in kennis stel van die eisnommer vir verwysingsdoeleindes.
7. Ons eise personeel sal die eis nagaan en 'n assessor en / of 'n ondersoeker aanstel. Ons sal die makelaar in kennis stel van die assessor en / of ondersoeker se aanstelling.
8. Die assessor en / of ondersoeker sal jou direk kontak. Die tyd wat dit sal neem om die assessor en / of 'n ondersoeker se verslag te ontvang, verskil van eis tot eis.
9. Indien ons die derde party se eis aanvaar as gevolg van aanspreeklikheid:
 - a. Die derde party se eis sal tot ons beste voordeel onderhandel word;
 - b. Moenie in enige besprekings of onderhandelings met die derde party tree nie. Verwys die derde party na jou makelaar, wat op sy beurt, die derde party aan ons sal verwys;
 - c. 'n Ontslagvorm word deur die derde party geteken, wat aan alle partye vrystelling van enige verdere eise met betrekking tot hierdie voorval, verleen;
 - d. Die eis word betaal.
10. As ons die derde party eis weens geen aanspreeklikheid verwerp:
 - a. Ons sal 'n verwerpingsbrief aan die derde party stuur, asook 'n afskrif aan jou makelaar;
 - b. Indien die derde party regstappe neem, sal ons prokureurs aanstel om jou te verdedig indien noodsaaklik. Moenie in enige besprekings of onderhandelings met die derde party tree nie. Verwys die derde party na jou makelaar, wat op sy beurt, die derde party na ons sal verwys;
 - c. Koste en skade wat moontlik deur die hof toegeken word teen jou, sal deur ons gedra word onderhewig aan die polis se skadeloosstellingsperk.
11. Wanneer die saak afgehandel is, sal jou makelaar in kennis gestel word.

