

# Motor Accident Card

## If your vehicle is involved in an accident:

1. Stop
2. Do not admit liability
3. Call the appropriate emergency services if required
4. Obtain details of the third party involved and their insurer
5. Obtain names and addresses of any witnesses
6. Take photos where appropriate and safe to do so
7. Provide below information to the third party
8. Report the incident to **0800 916 8872** or use our **claims portal**
9. Please make sure you have your policy information close to hand, including policy number and policy address
10. Contact your fleet manager/supervisor/insurance department if appropriate



You can access our claims portal by scanning the QR code with your smart device.

## Information to collect from the other driver

Third party name	Third party daytime no. (mobile if possible)
No. of passengers	Make and model
Vehicle Registration Number	Damage to other vehicle
Address	
Witness name	Witness phone

## Provide our details to the other driver

Date of accident	Driver name
Time of accident	Accident location
Vehicle Registration Number	Quoting policy number

Our insurers are Zurich Municipal and they will contact you soon to let you know the next steps.

If you haven't heard from them within the next 48 hours please telephone **0800 026 1824**.

## Zurich Municipal Motor Claims Department



[zmmotorclaimsoffice@uk.zurich.com](mailto:zmmotorclaimsoffice@uk.zurich.com)

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