

## Incident Notification Advice Form

CARE SHOULD BE TAKEN TO INCLUDE AS DETAILED AN ANSWER AS POSSIBLE TO ALL QUESTIONS

### INSURED MEMBER

Name: .....

Address: .....

.....

.....

Daytime Tel No: ..... Membership No: .....

Name of Association in full: .....

Membership/Licence/valid from ..... to .....

Please advise if you are a member of any other Association, if so, quote full name:

.....

### ACCIDENT/INCIDENT

Place: .....

Date: .....

Time: .....

Circumstances: .....

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### Details of Injured Person(s)

Name ..... Age .....

Address .....

.....

.....

Tel. No: ..... Occupation .....

### Details of Injury

.....

.....

.....

**Details of Property Damage**

Name: .....

Address: .....

..... Tel No: .....

**Full Details of Damage** .....

Has blame been "apportioned"? .....

If "Yes" state by whom and in what circumstances .....

.....

.....

In your view, who is responsible for the incident? .....

.....

Please outline any implied or actual threat of legal action arising out of the incident .....

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**WITNESSES (if available)**

Name: .....

Address: .....

..... Tel No: .....

Any Additional Information/Comment/Opinion (in confidence) .....

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Signed ..... Name ..... Date .....

**DATA PROTECTION ACT:** All information you provide on this form is treated by us as confidential and except to the extent required by law, we shall only use such information for the purposes of processing your claim. Information you provide may be forwarded to your Insurer for these purposes.

**Following to be completed by Club or Association Official**

Name: .....

Address: .....

Position in Club: .....

Is Claimant a current Club or Associate Member? YES / NO

Did Accident take place whilst participating in insured activity? YES / NO

Do you confirm all above information is correct? YES / NO

If any answers are stated as "No" please explain

Signature .....

Date .....

