

MOTOR ACCIDENT CLAIM

VAT REGISTRATION NUMBER							
POLICY No.							
Insured	Name and occupation						
	Identity Number						
	Address and (day) Tel. no.						
Vehicle		Make	Tare	Gross Vehicle Mass	Kilometres completed		
	If vehicle subject to Hire Purchase, Credit or Leasing Agreement, state name and address of Finance Company.	Registration Number	Value	Model and Year	Date of purchase and price paid		
	In whose name is the vehicle registered?						
Damage	Damage to own vehicle.						
	Estimate for repairs or attach quotation.						
	Repairer's name and address and telephone number.						
	Where can your damaged vehicle be inspected?						
Driver	Full Name						
	Address						
	Occupation						
	Identity Number						
	Driving Licence	Number	Date	Place	Code	Full	Learner
	State fully the purpose for which the vehicle was being used.						
	Was he/she driving with your permission?						
	Was he/she in your employ?						
	Is he/she the owner of another vehicle?						
	If yes, give name of Insurer and policy number.						

Driver	Details of any convictions for motoring offences.								
	Has licence ever been endorsed?								
	Has he/she any physical defects?								
	Details of previous accidents.								
Passengers (Insured Vehicle)	Passengers In Insured Vehicle	Name		Address		Injury			
For what purpose were they carried?									
Are they employees?									
Other Party	Other Vehicles	Registration Number		Make		Name and Address of Owner and Driver		Details of damage	
	Property Other Than Vehicles	Name and address of owner				Details of damage			
	Personal Injuries (Other Than In Insured Vehicle)	Name of injured		Relationship to accident e.g. Driver, Passenger, etc.		Details of injuries		Name of Hospital (if applicable)	
Witnesses	Name,Address and Phone No.								
	Name,Address and Phone No.								

Accident	Date, Time, Place.			
	Speed?	Before accident	kph	Moment of impact
	a) Weather condition? b) Visibility?	a)		b)
	a) Road surface. b) Width of road surface?	a)		b)
	a) Which vehicle lights were on? b) Street lighting.	a)		b)
	Was any warning given by you, e.g. hooting, indicator, etc.?			
	Police details	Name of police/traffic officer who recorded details of accident	Police Station and Reference Number or Police Report	
	Was driver tested for alcohol or drugs?			
	Description Of Accident			
	Sketch Of Accident (If Necessary Use Separate Page)	Please show clearly the point of impact and indicate the direction of travel by arrows. Give details of any road safety signs or warning signs in vicinity of scene of accident.		
Licence Inspected	I have inspected the driver's licence and it is free of endorsements/endorsed as shown. Please attach copies of driver's licence and page 1 of driver's identity document.			
	Signature: _____ Capacity: _____			
Declaration	We hereby declare the foregoing particulars to be true and complete in every respect.			
	Signature of Driver: _____ Date: _____			
	Signature of Insured: _____ Capacity: _____ Date: _____			

N.B. It is important that you notify the insurers immediately you become aware of any impending prosecution, inquest or demand.



For more information:

Hollard Insure: (+267) 395 8023 servicecentre@hollard.co.bw

Data Protection

In alignment with the Data Protection law, Hollard Insurance Company of Botswana (“Hollard”, “we “or “us”), is the data controller of your personal data (“data”). The Data Subject (“you”, “I”) must read and sign the clauses below as a way to consent for the collection and processing of your personal data.

Data Use

I hereby declare that I am voluntarily providing my personal data to Hollard to process my claim. I understand that my personal data will be used solely for this purpose, including the necessary steps to assess, process, and manage the claim.

Data Sharing

I acknowledge and consent that Hollard may share my personal data with third parties involved in processing my claim. These third parties include, but are not limited to insurance brokers, agents, risk consultants, loss assessors, panel beaters, reinsurers, record keeping service providers and other relevant parties essential to the administration of my policy.

Hollard is authorised to transfer my personal data to relevant recipients with domiciles outside Botswana. I understand that in the case of transmission of personal data to third countries Hollard shall have sufficient control mechanisms for their protection, including the analysis relevant to the protection of such third country and/or, as the case maybe, the conclusion of a standard contractual clause on protection of personal data approved by the Information and Data Protection Commission.

Retention of Data

Hollard will keep your data for a period not less than 20 years in compliance with the Financial Intelligence Act 2022 and amended from time to time. When your data is no longer required it will be securely destroyed, but some data can be indefinitely archived for historical records.

Data Subjects Rights

You, the data subject, are entitled to specific rights regarding your personal data. Hollard is dedicated to upholding these rights and ensuring that data subjects have control over how their personal data is managed.

- The right to request access to their personal data and receive information on how it is processed.
- The right to request corrections to any inaccuracies in your personal data.
- The right to request the deletion of personal data.
- The right to request limitations on how personal data is processed.
- The right to obtain and reuse your personal data across different services.
- The right to object to particular processing activities, including direct marketing.
- The right to not to be subject to decisions based solely on automated processing, including profiling, if such decisions carry legal or significant effects.

All requests from data subjects will be addressed promptly, in line with the timelines mandated by the Data Protection law. These rights are not absolute, and Hollard may be entitled to refuse requests where there is reasonable and valid reason to do so. The reasons will be communicated to you in writing.

To protect data integrity and confidentiality, Hollard is committed to data security. Personal data is safeguarded against unauthorised access, loss, or damage through various data protection measures:

Contact Details

- If you have any further enquiries relating to how your data will be collected and processed, wish to exercise any of your rights, would like to lodge a complaint about the way your data is processed, please contact dataprivacy@hollard.co.bw for this purpose.
- If you are not satisfied with how we have handled your data, you may request remedial action in writing from The Information and Data Protection Commission:
Ministry for State President
267 395 0998

By signing below I am declaring that I have read and understood the data protection statements above and grant Hollard consent to collect and process my personal data. I further declare that the above particulars are true and complete in every respect.

Name: _____ Signature: _____

Date:

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