



**NORWICH INSURANCE BROKERS LTD.**

# **CLAIMS PROCEDURE**

## **CONTACT:**

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# WHEN A LOSS OCCURS DO THE FOLLOWING

Report to the nearest Police  
Station within 24 hours

Make note of the witnesses and  
other parties involved with their  
addresses

Make efforts to minimise loss by  
taking the vehicle to a secure place

Never authorise repairs without  
the insurer's consent

Report all losses to Norwich  
Insurance Brokers Limited  
immediately

# DOCUMENTS REQUIRED

## **ACCIDENT:**

**Claim Form, Police Report, White Book, Three repair estimates, certified copies of Driver's license and copy of cover notes.**

## **THEFT:**

**Claim Form, Police Report, Ignition Keys plus Spare Keys, Cover note and last service maintenance record.**