



CHECK LIST

FOR STOLEN/HIJACKED & WRITE-OFF/UNECONOMICAL TO REPAIR VEHICLES

- ☐ Clear copy of **valid** driver's licence
- ☐ Fully completed and signed claim form (police case details imperative and any witness details)
- ☐ Proof that license fees are paid up to date
- ☐ Signed change of ownership paper (**Yellow, NCO form - Section A & C needs to be completed by the registered owner**)
- ☐ Details and **proof** of extra's that may have an influence on the retail value of the vehicle (**No extras will be considered for payment after settlement**)
- ☐ Original and duplicate/spare keys required (Two full sets required except when hijacked only one copy will be in order)
- ☐ **Insurable Interest must be confirmed:** Registered owner and policy holder must be the same as mentioned. (Insured must stand to lose financially due to the loss of the vehicle)
- ☐ **Confirmation of insured banking details**

Vehicle with Finance:

- ☐ Copy of registration certificate and settlement quotation **must** be obtained from HP Company by the insured
(NCA does not permit anyone other than the insured to request the aforementioned)

Vehicle without Finance:

- ☐ Letter from insured stating that there is no outstanding hire purchase on the vehicle
- ☐ **Original** registration certificate (Write off only)

ADDITIONAL REQUIREMENTS FOR STOLEN/HIJACKED VEHICLES

- ☐ Confirmation of anti-theft device/ tracker
- ☐ SAP 21 obtained from SAPD (SAPS need to verify that vehicle is not recovered)

Vehicle without Finance:

- ☐ Vehicle **must** be deregistered by insured as stolen (not scrap) and submit original deregistration

■ **PLEASE NOTE THAT NO PAYMENT WILL BE ISSUED WITHOUT ALL CORRECT ORIGINAL DOCUMENTATION RECEIVED**