

Motor OD/PT Claims Document checklist

Document checklist – Private Car & Two Wheeler:-

Below listed documents would be required

- Original Claim form with NEFT mandate form(Only for non cashless cases NEFT Mandate form has to be filled)
- Copy of Registration certificate (In case of a new vehicle which is less than 3 months old and registration certificate is not available, tax receipts and vehicle purchase invoice is collected)
- Copy of driving license of the person driving the vehicle at the time of accident
- Copy of Policy
- Certified Copy of one officially valid document & Pan Card/Form 60
- FIR or Police report (depending on loss type)
- Garage Estimate
- Repair invoice
- Cancelled cheque (In case of non cashless settlement)

In case the claim amount is greater than Rs 1 lakh in addition to the above listed documents AML documents are also required to be collected. Below is the list of AML docs to be collected

- 1.Individual : Id proof , Address proof, Photo of insured & CKYC form or CKYC number
- 2.Proprietor : Id proof , Address proof , Photo of insured and proprietor proof
- 3.Partnership Firm : Partnership Deed or Registration Certificate or Power of attorney grant by Partners to transact business (valid documents)
- 4.Company : PAN Allotment letter or Memorandum & Articles of Association (IOC, MOA & AOA) or Power of attorney grant by Partners to transact business (valid documents)
- 5.Trust & Society : Registration certificate or Power of attorney grant by Partners to transact business (valid documents)

Original documents are to be produced for verification.

Documents in case of commercial vehicles:-

Below listed documents would be required

- All documents listed under 'Document checklist – Private Car & Two wheeler'

- Copy of Fitness Certificate
- Copy of Route Permit & Load Challan (Not applicable for a Small Commercial Vehicle's)

Original documents are to be produced for verification.

Documents in case of Total loss and Net of Salvage claims:-

Below listed documents would be required

- All documents listed under 'Document checklist – Private Car & Two Wheeler & for commercial vehicles'
- Original RC is collected
- Original Policy Schedule is collected
- 2 Keys of the vehicle are collected
- Form 28, 29 & 30 in triplicate, duly signed by the insured
- Indemnity bond
- Copy of Pan Card
- FIR (Wherever required)
- NEFT form and cancelled cheque
- NOC and form 16 if hypothecation is present