



General Insurance Association
of Singapore

HOW TO FILL IN THE SINGAPORE ACCIDENT STATEMENT



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For more detailed information, please visit

www.gia.org.sg

How to fill in the Accident Statement

Important: Before filling in the Accident Statement, remember to keep calm and move to a safe place:

If no one is injured:

- Try to fill in the Accident Statement (Part I) jointly with the other party. If this is not possible, fill in your side of the statement.
- Collect details of witnesses and / or try to take photographs of the scene of the accident.

If there are injuries:

- Call 995 immediately.

When the Police arrive, provide them with your narration of the circumstances of the accident. Then proceed to try to fill in the Accident Statement (Part I).

You can see the back cover of the Singapore Accident Statement for detailed instructions and useful information. Alternatively, please read on for a step-by-step guide on how to fill in the Singapore Accident Statement.

Please use a ballpoint pen to fill in the Singapore Accident Statement

Should you require any help filling in the Singapore Accident Statement, or have any questions about how to use it, you can get assistance by dialing the hotline number indicated on the front of the Singapore Accident Statement.

Fill in the date, time and location of the accident. Also indicate if anyone was injured, the names and contact details of witnesses, and whether there was any damage to your vehicle or other property. Either party can fill in this section.

Decide whose vehicle is A and whose is B. The driver of vehicle A provides information in this blue section. The driver of vehicle B provides information in the yellow section.

The driver of vehicle A places a cross in the box(es) that in his opinion, best describe(s) what is applicable to his vehicle.

The drivers do not necessarily have to cross the same box(es). In fact, it is quite likely they may end up crossing totally different box(es).

Indicate here the number of boxes ticked. This is important for verification.

The driver of vehicle A signs here.

If the driver of vehicle A does not agree with the account given by the driver of vehicle B, he should indicate here what he does not agree with and still sign under section 15.

ACCIDENT STATEMENT (Part I)
This is NOT an admission of blame/liability, but a summary of identities and facts which will speed up the settlement of claims

1] Date of accident Time **2] Exact location of accident** **To be signed by BOTH drivers**
3] Injuries even if slight
No Yes

4] Material damage
To vehicles other than vehicles A and B No Yes To objects other than vehicles No Yes
5] Witness' name, address and tel no. (to be underlined if he/she is passenger in vehicle A or vehicle B)

Registration No. (VEHICLE A) **12 CIRCUMSTANCES** Put a cross (X) in each of the relevant boxes applicable to your vehicle
8] Insured / policyholder (see insurance cert.)
Name (capital letters) 1 parked / stopped (at the roadside)
2 leaving a parking space / opening the door (at the roadside)
3 entering a parking space (at the roadside)
4 emerging from a car park, from private grounds, from a minor road
5 entering a car park, private grounds, a minor road
6 entering a roundabout or similar traffic system
7 circulating in a roundabout or similar traffic system striking the rear of the other vehicle while going in the same direction and in the same lane
8 going in the same direction but different lane
9 changing lanes
10 overtaking
11 turning to the right, making a U-turn (official U-turn)
12 turning to the left
13 reversing
14 encroaching in the opposite traffic lane
15 coming from the right (at road junctions)
16 not observing a right-of-way sign (e.g. red traffic light, stop sign, etc.)
17
7] Vehicle Make, type
8] Insurance company Does the policy cover damage to vehicle A? No Yes
Policy no. (if available)
8] Driver (see driving licence) (if different from insured A above)
Name (capital letters)
NRIC / Passport no.
Class of licence
10] Indicate the point of initial impact with an arrow (→)
13] Visible damage to vehicle A
14] My remarks
15] Signatures of drivers
A

Registration No. (VEHICLE B) **8] Insured / policyholder** (see insurance cert.)
Name (capital letters) 1 parked / stopped (at the roadside)
2 leaving a parking space / opening the door (at the roadside)
3 entering a parking space (at the roadside)
4 emerging from a car park, from private grounds, from a minor road
5 entering a car park, private grounds, a minor road
6 entering a roundabout or similar traffic system
7 circulating in a roundabout or similar traffic system striking the rear of the other vehicle while going in the same direction and in the same lane
8 going in the same direction but different lane
9 changing lanes
10 overtaking
11 turning to the right, making a U-turn (official U-turn)
12 turning to the left
13 reversing
14 encroaching in the opposite traffic lane
15 coming from the right (at road junctions)
16 not observing a right-of-way sign (e.g. red traffic light, stop sign, etc.)
17
7] Vehicle Make, type
8] Insurance company Does the policy cover damage to vehicle B? No Yes
Policy no. (if available)
8] Driver (see driving licence) (if different from insured B above)
Name (capital letters)
NRIC / Passport no.
Class of licence
10] Indicate the point of initial impact with an arrow (→)
13] Visible damage to vehicle B
14] My remarks
15] Signatures of drivers
B

13] Sketch of accident when impact occurred
Please indicate: 1. layout of the road - 2. the direction of vehicles A and B with arrows - 3. their positions at the time of impact - 4. the road signs - 5. names of the streets or roads
10] Indicate the point of initial impact with an arrow (→)
Alternatively, please make reference to one of the sketches on Page 4.
14] My remarks
15] Signatures of drivers
B

* In the event of injuries or in the event of damage to property other than to vehicles A and B, give information overleaf
Do not alter anything in the statement after signing. Subsequently, each driver should take one copy.
For insured's Individual Statement (Part II) see overleaf
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Decide whose vehicle is A and whose is B. The driver of vehicle B provides information in this yellow section. The driver of vehicle A provides information in the blue section.

The driver of vehicle B places a cross in the box(es) that in his opinion, best describe(s) what is applicable to his vehicle.

The drivers do not necessarily have to cross the same box(es). In fact, it is quite likely they may end up crossing totally different box(es).

Draw a simple sketch of the accident, showing:

- Layout of the road with arrows showing the direction of vehicles A and B
- The positions of the vehicles at the time of impact
- Road signs
- Names of the streets or roads

Alternatively, page 4 of your booklet contains sketch plans of the most common accident situations. If your accident matches one of these situations, you can refer to it in the box here. Please clearly indicate which vehicle is A and which is B.

The driver of vehicle B signs here.

If the driver of vehicle B does not agree with the account given by the driver of vehicle A, he should indicate here what he does not agree with and still sign under section 15.