

# Compulsory Third Party Insurance Notice of Accident by Owner

Please complete and email to QLDCTPClaims@suncorp.com.au or  
by mail to CTP Claims, GPO Box 1453 Brisbane QLD 4001

Claim Reference

## 1. Owner

Title	<input type="text"/>		
Surname/Family name	<input type="text"/>		
Given name(s)	<input type="text"/>		
Address	<input type="text"/>		
	State	Postcode	
Phone (work)	( ) <input type="text"/>	Phone (home)	( ) <input type="text"/>
		Mobile	<input type="text"/>
Email	<input type="text"/>		
Occupation	<input type="text"/>	Date of birth	<input type="text" value="DD / MM / YYYY"/>

## 2. Driver

Title	<input type="text"/>		
Surname/Family name	<input type="text"/>		
Given name(s)	<input type="text"/>		
Address (No. & street)	<input type="text"/>		
	State	Postcode	
Phone (work)	( ) <input type="text"/>	Phone (home)	( ) <input type="text"/>
		Mobile	<input type="text"/>
Email	<input type="text"/>		
Occupation	<input type="text"/>	Date of birth	<input type="text" value="DD / MM / YYYY"/>
Tick whether the driver was:	<input type="checkbox"/> Owner <input type="checkbox"/> Authorised driver <input type="checkbox"/> Unauthorised driver		
Licence no.	<input type="text"/>	Expiry date	<input type="text" value="DD / MM / YYYY"/>
		Class	<input type="text"/>

## 3. Details of insured vehicle involved in accident

Make	<input type="text"/>	Model	<input type="text"/>	Regn no.	<input type="text"/>
Due date	<input type="text" value="DD / MM / YYYY"/>				
Purpose of use	<input type="text"/>	No of persons in vehicle (including driver)	<input type="text"/>		
Was your vehicle comprehensively insured at the time of the accident					<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please provide the name of the Insurance Company and the Claim Number	<input type="text"/>				
Please tick the statement that applied to you at the renewal of your registration prior to the accident					
<input type="checkbox"/> I was not registered for GST. (For example, this applies to most individuals who do not have a business.)					
<input type="checkbox"/> I was registered for GST and entitled to claim an ITC. (For example, this applies to most businesses.)					
<input type="checkbox"/> I was registered for GST but not entitled to claim an ITC. (For example, this applies businesses that are fully input taxed.)					
Is the above selection your current GST status and entitlement to claim an Input Tax Credit (ITC)?					<input type="checkbox"/> Yes <input type="checkbox"/> No

## 4. Details of accident

Date of accident	<input type="text" value="DD / MM / YYYY"/>	Time (am/pm)	<input type="text"/>
Place - Street(s)	<input type="text"/>		
	State	Postcode	
State quantity of alcohol/drugs consumed by the driver during the 12 hours prior to the accident	<input type="text"/>		
Was the vehicle being used to or from work	<input type="text"/>		
Estimate speed of vehicle prior to accident	<input type="text"/> kph	Describe damage to vehicle	<input type="text"/>
Did police attend accident scene	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Police station to which accident reported	<input type="text"/>	Police Officer's name	<input type="text"/>
Date of accident reported	<input type="text" value="DD / MM / YYYY"/>	Is Police action pending:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
If Yes, against whom?	<input type="text"/>		
Charge	<input type="text"/>		

Insurance is provided by AAI Limited ABN 48 005 297 807 trading as Suncorp Insurance. Suncorp-Metway Limited ABN 66 010 831 722 and its related companies (except Suncorp Insurance) do not guarantee, and are not liable under, any insurance policies issued and services provided by Suncorp Insurance. Suncorp Insurance GPO Box 1453 Brisbane Qld 4001 Telephone 13 11 60

**5. Details of other vehicles involved in the accident (if more, provide details on separate sheet)**

Make	Model	Make	Model
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Registration no.	State	Registration no.	State
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Owner's name	Owner's name		
<input type="text"/>	<input type="text"/>		
Owner's address	Owner's address		
<input type="text"/>	<input type="text"/>		
Driver's name	Driver's name		
<input type="text"/>	<input type="text"/>		
Driver's address	Driver's address		
<input type="text"/>	<input type="text"/>		
Describe damage to vehicle	Describe damage to vehicle		
<input type="text"/>	<input type="text"/>		
No. of persons in vehicle (incl driver)	<input type="text"/>	No. of persons in vehicle (incl driver)	<input type="text"/>

**6. Injured person(s) details (if more, provide details on separate sheet)**

Title	<input type="text"/>	
Surname/Family name	<input type="text"/>	
Given name(s)	<input type="text"/>	
Injuries	<input type="text"/>	Seat belt/Helmet worn <input type="checkbox"/> Yes <input type="checkbox"/> No
Title	<input type="text"/>	
Surname/Family name	<input type="text"/>	
Given name(s)	<input type="text"/>	
Injuries	<input type="text"/>	Seat belt/Helmet worn <input type="checkbox"/> Yes <input type="checkbox"/> No
Title	<input type="text"/>	
Surname/Family name	<input type="text"/>	
Given name(s)	<input type="text"/>	
Injuries	<input type="text"/>	Seat belt/Helmet worn <input type="checkbox"/> Yes <input type="checkbox"/> No
Title	<input type="text"/>	
Surname/Family name	<input type="text"/>	
Given name(s)	<input type="text"/>	
Injuries	<input type="text"/>	Seat belt/Helmet worn <input type="checkbox"/> Yes <input type="checkbox"/> No

**7. Witnesses of the accident (including all passengers in the vehicle)**

Name	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>	State	Postcode
Phone	<input type="text"/>		
Name	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>	State	Postcode
Phone	<input type="text"/>		
Name	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>	State	Postcode
Phone	<input type="text"/>		

I declare the above information to be true and correct to the best of my knowledge and belief.

Signature  Date

**Please forward any relevant documents received immediately**





AAI Limited trading as Suncorp Insurance is a member of the Suncorp Group, which we'll refer to simply as "the Group".

### Why do we collect personal information?

Personal information is information or an opinion about an identified individual or an individual who is reasonably identifiable. We collect personal information so that we can:

- identify you and conduct appropriate checks;
- administer and manage our products and services and systems, including the management and administration of underwriting and claims, recoveries and settlements;
- assess and investigate any claims made by our customers under their policies;
- assess and investigate any claims made by you against one of our customers;
- seek recovery from you due to any claim we or our customers may have against you;
- manage, train and develop our employees and representatives;
- manage complaints and disputes, and report to dispute resolution bodies; and
- get a better understanding of you, your needs, your behaviours and how you interact with us, so we can engage in product and service research, development and business strategy including managing the delivery of our services and products via the ways we communicate with you.

### What happens if you don't give us your personal information?

If we ask for your personal information and you don't give it to us, we may not:

- be able to assess, investigate or manage the claim; or
- provide you and/or our customers with any or all entitlements under the policy

### How we handle your personal information

We collect your personal information directly from you and, in some cases, from other people or organisations. We also provide your personal information to other related companies in the Group, and they may disclose or use your personal information for the purposes described in 'Why do we collect personal information?' in relation to products and services they may provide. They may also use your personal information to help them provide products and services to other customers, but they'll never disclose your personal information to another customer without your consent.

Under various laws we will be (or may be) authorised or required to collect your personal information. These laws include the Anti-Money Laundering and Counter-Terrorism Financing Act 2006, Personal Property Securities Act 2009, Corporations Act 2001, Autonomous Sanctions Act 2011, Motor Accident Insurance Act 1994 (QLD), Motor Accident Insurance Regulation 2018, Public Trustee Act 1978 (QLD), Workers' Compensation and Rehabilitation Act 2003 (QLD), Transport Operations (Road Use Management) Act 1995, Uniform Civil Procedure Rules 1999, Queensland Civil and Administrative Tribunal Act 2009, Right to Information Act 2009, Health and Other Services (Compensation) Act 1995, Social Security Act 1991, Income Tax Assessment Act 1997, Income Tax Assessment Act 1936, Income Tax Regulations 1936, Tax Administration Act 1953, Tax Administration Regulations 1976, A New Tax System (Goods and Services Tax) Act 1999, as those laws are amended and includes any associated regulations

We will use and disclose your personal information for the purposes we collected it as well as purposes that are related, where you would reasonably expect us to. We may disclose your personal information to and/or collect your personal information from:

- the claimant, insured, policy or product holder, or witnesses
- other companies within the Group and other trading divisions or departments within the same company (please see our Group Privacy Policy for a list of brands/companies);
- any of our Group joint ventures where authorised or required;
- customer, product, business or strategic research and development organisations;
- data warehouse, strategic learning organisations, data partners, analytic consultants;
- publicly available sources of information;
- a third party that we've contracted to provide financial services, financial products or administrative services – for example:
  - information technology providers,
  - administration, actuarial, insurance or business management services, consultancy firms, auditors and business management consultants,
  - marketing agencies and other marketing service providers,
  - claims management service providers
  - print/mail/digital service providers, and
  - imaging and document management services;
- any intermediaries, including your agent, adviser, a broker, representative or person acting on your behalf, other Australian Financial Services Licensee or our authorised representatives, advisers and our agents;
- accounting or finance professionals and advisers;
- government, statutory or regulatory bodies and enforcement bodies;
- the Australian Financial Complaints Authority or any other external dispute resolution body;
- credit reporting agencies;
- other insurers, reinsurers, insurance investigators and claims or insurance reference services, loss assessors, financiers;
- legal and any other professional advisers or consultants;
- hospitals and, medical, health or wellbeing professionals;
- debt collection agencies;
- any other organisation or person, where you've asked or authorised them to provide your personal information to us or asked or authorised us to obtain personal information from them, eg your mother.

We'll use a variety of methods to collect your personal information from, and disclose your personal information to, these persons or organisations, including written forms, telephone calls and via electronic delivery. We may collect and disclose your personal information to these persons and organisations during the information life cycle, regularly, or on an ad hoc basis, depending on the purpose of collection.

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## Overseas Disclosure

Sometimes, we need to provide your personal information to – or get personal information about you from – persons or organisations located overseas, for the same purposes as in 'Why do we collect personal information?'

The complete list of countries is contained in our Group Privacy Policy, which can be accessed at [www.suncorp.com.au/privacy](http://www.suncorp.com.au/privacy) or you can call us for a copy.

From time to time, we may need to disclose your personal information to, and collect your personal information from, other countries not on this list. Nevertheless, we will always disclose and collect your personal information in accordance with privacy laws.

How to access and correct your personal information or make a complaint

You have the right to access and correct your personal information held by us and you can find information about how to do this in the Suncorp Group Privacy Policy.

The Policy also includes information about how you can complain about a breach of the Australian Privacy Principles and how we'll deal with such a complaint. You can get a copy of the Suncorp Group Privacy Policy. Please use the contact details in **Contact Us**.

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## Contact us

For more information about our privacy practices including accessing or correcting your personal information, making a complaint, or obtaining a list of overseas countries you can:

- Visit [www.suncorp.com.au/privacy](http://www.suncorp.com.au/privacy)
- Speak to us by phoning 1 800 423 390
- Email us at [opsctp@suncorp.com.au](mailto:opsctp@suncorp.com.au)