

How to fill in an Accident Statement

1. When you have an accident with a vehicle, you must always fill in the Accident Statement. This form **must always be filled in completely and signed by the parties involved**, at the scene of the accident.
2. Only one form (in duplicate) should be used for a collision between two vehicles, two forms for a collision between three vehicles, and so on.
3. Each party involved keeps a copy of the Accident Statement and the number of crosses on the Accident Statement must be indicated in the space set aside for this.
4. After it has been filled in (on the back also), the parties involved sign the Accident Statement, which should then be sent, as soon as possible, by fax to **21 446 10 47** or e-mailed to: **sinistros@leaseplan.com**.

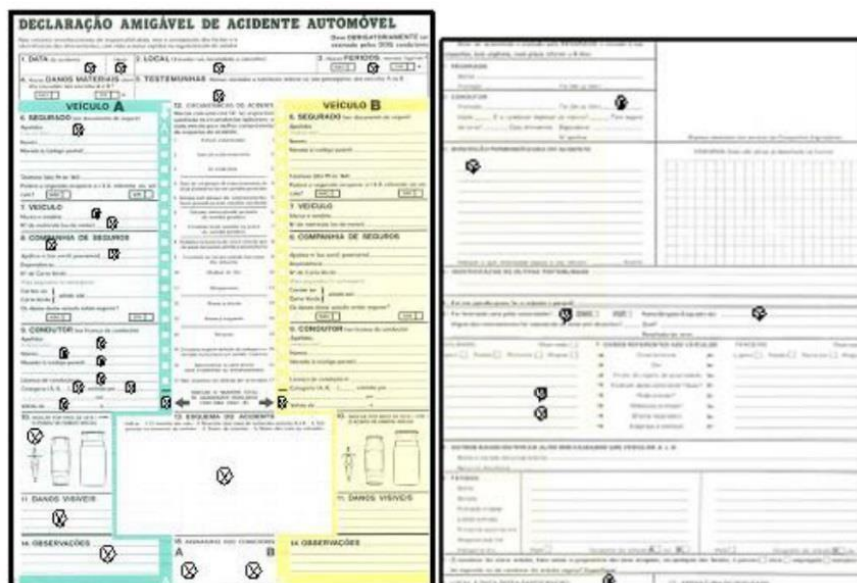
Towing Service

If the vehicle cannot be moved, contact the Roadside Assistance service:



800 20 42 98 (Portugal) | +351 21 370 31 23 (abroad)

Never accept or request a towing service that is not indicated by the party providing the "Roadside Assistance" coverage service contracted from LeasePlan.



Required fields

Important Note: Non-compliance with these recommendations can compromise and/or delay loss adjustment and complicate the establishment of responsibility.

Rules to be followed by the drivers involved

- Stay calm
- Identify possible witnesses and get their details (name, address, telephone number, etc.) and tell the police so that they will be included on the "Official Report".
- Always call the police when:
 - 1.** People are injured or dead;
 - 2.** The driver of the other vehicle doesn't have valid insurance or refuses to produce his/her driving licence and/or other necessary documents;
 - 3.** The driver of the other vehicle shows signs of excess alcohol or the effects of drugs;
 - 4.** Whenever there is a difference of opinion about the accident;
 - 5.** If the other driver refuses to fill in and sign the Accident Statement;
 - 6.** Take note of the identification of the police officer intervening (Name, station, etc);
 - 7.** Do not move the vehicles involved in the accident if the police have been called.

For further clarification, please contact:

Driver's Support Line **800 20 42 98** (Portugal) | **+351 21 370 31 23** (abroad)