# Damage / Theft Report

**Please submit a separate claim form for each incident of damage**

| | | | |
|---|---|---|---|
| Company name | | Vehicle no. | |
| User / employee name | | | |
| | | Vehicle make | |
| Date of accident | | Vehicle model | |
| Place of accident | | Time of accident | |
| Present km reading | | Speed of vehicle (at the time of accident) | |
| Driver details | | FIR details (if FIR filed) | |
| Driver name (at the time of accident) | | FIR no. | |
| Driving license number | | FIR date | DD / MMM / YY |
| License valid up to | | Address of police station | |

**Cause of accident / Brief on how the damage happened:**

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|---|
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**Have photos of the damage been shared?** ☐ Yes ☐ No

## Delay in report of accident:

Was this incident reported more than 7 days after it occurred? ☐ No ☐ Yes

If yes, please let us know the reason for the delay:

**ATTENTION - Important claim submission guidelines -**

- A copy of the Registration Certificate (RC) and Valid Driving License (DL) must be submitted along with this form.
- Only damages directly related to the reported incident will be considered for claim assessment.
- FIR/Police Intimation is mandatory in cases involving:
    - Third-party injury or damage
    - Animal injury
    - Intentional scratches/vandalism/Malicious Damages
    - Damage involving government property Failure to provide the required documents may lead to claim rejection.
- For cases involving theft, attempted theft, malicious damage, major damage, or third-party damage, repairs will not commence until the FIR is submitted.
- If Insurance Disallowance is not covered under your contract, the disallowed amount must be settled directly with the dealer at the time of vehicle delivery.
- This form, duly completed and signed, must be submitted via email (scanned copy) within 48 hours of the incident.
- By submitting this form, you confirm that the information provided is true, accurate, and complete to the best of your knowledge.

**Note**: Timely reporting, accurate information, and submission of all required supporting documents help us assess and process your claim efficiently, reducing the possibility of delays or claim rejection.

**Date:** **(Name & Signature)**

In case of any queries: Kindly contact our Customer Care team through any of the following channels:

Email: india.care@ayvensindia.com

Toll-Free Number: 1800 209 5253 also this same number can be used for Towing in case of an emergency.

WhatsApp: 842 209 5253

Available from Mon – Fri: 9AM to 7PM and Sat 9AM to 6PM