



INCIDENT NOTIFICATION ADVICE FORM Page 1

CARE SHOULD BE TAKEN TO INCLUDE AS DETAILED AN ANSWER AS POSSIBLE TO ALL QUESTIONS

DIGITAL: You may complete & submit this form digitally in Adobe Reader (many third-party PDF apps will not work correctly - download Reader free from [adobe.com](https://www.adobe.com)). Please **COMPLETE, SAVE** and use the **SUBMIT** button on page 3.

PRINT: You may also print the form as usual and complete manually. Please send completed forms to: Howden, RFU Claims, Tricorn House, 51 - 53 Hagley Road, Birmingham B16 8TP or **SCAN** and return to rfu@howdengroup.com

THE FOLLOWING TO BE COMPLETED BY CLUB OR ASSOCIATION OFFICIAL:

CLUB NAME:

ADDRESS:

POSTCODE:

CONTACT
NAME:

POSITION
IN CLUB:

EMAIL
ADDRESS:

DAYTIME
PHONE NO.:

MOBILE
PHONE NO.:

ACCIDENT / INCIDENT:

PLACE:

DATE:
(DD/MM/YYYY)

TIME:

CIRCUMSTANCES:

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DETAILS OF INJURED PERSON(S):

NAME:

ADDRESS:

POSTCODE:

PHONE NO.:

OCCUPATION:

DETAILS
OF
INJURY:

DETAILS OF PROPERTY DAMAGE:

NAME:

ADDRESS:

POSTCODE:

DAYTIME
TELEPHONE NO.:

FULL DETAILS OF
DAMAGE:

HAS BLAME BEEN 'APPORTIONED'? YES: NO:

IF YES, BY WHOM
AND IN WHAT
CIRCUMSTANCES?

IN YOUR VIEW, WHO
IS RESPONSIBLE FOR
THE INCIDENT?

PLEASE OUTLINE ANY IMPLIED OR ACTUAL THREAT OF LEGAL ACTION ARISING OUT OF THE INCIDENT:

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WITNESSES (if available):

NAME:

NAME:

ADDRESS:

ADDRESS:

POST
CODE:

POST
CODE:

DAYTIME
PHONE.:

DAYTIME
PHONE.:

ANY ADDITIONAL INFORMATION/COMMENT/OPINION (IN CONFIDENCE):

IS CLAIMANT A CURRENT CLUB OR ASSOCIATE MEMBER? YES: NO:

DID ACCIDENT TAKE PLACE WHILST PARTICIPATING IN INSURED ACTIVITY? YES: NO:

DO YOU CONFIRM ALL ABOVE INFORMATION IS CORRECT? YES: NO:

IF ANY ANSWERS
ARE STATED AS "NO",
PLEASE EXPLAIN:

SIGNED:

NAME:

DATE:

DATA PROTECTION ACT: All information you provide on this form is treated by us as confidential and except to the extent required by law, we shall only use such information for the purposes of processing your claim. Information you provide may be forwarded to your Insurer for these purposes.

**WHEN THE FORM IS COMPLETED,
CLICK THE SUBMIT BUTTON ON THE
RIGHT TO EMAIL TO HOWDEN:**