

**A.I.D.K.A ADMINISTRATION  
PERSONAL INJURY CLAIMS PROCEDURE  
AFA INSURANCE**

THE AFA INSURANCE LTD (pronounced Ay Ef Ay) COMMENCED FROM 4PM 30 JUNE 2009 AND WAS RENEWED ON 30 JUNE 2010. ALL ACCIDENT CLAIMS REPORTED FROM THIS TIME FORWARD WILL REQUIRE COMPLETION OF THE AFA CLAIM FORM.

*BE AWARE THAT FOR SOME TIME, WHEN TAKING REQUESTS FROM LICENCE HOLDERS FOR CLAIM FORMS YOU'LL NEED TO CONFIRM THE ACCIDENT DATE.*

*IF THE ACCIDENT OCCURRED PRIOR TO 4PM 30 JUNE 2009, YOU'LL NEED TO FORWARD THE CLAIMANT A QBE CLAIM FORM AND DEAL WITH QBE AS YOU HAVE DONE IN THE PAST.*

**WHEN THE CLAIM FORM IS RETURNED TO AIDKA, PLEASE CHECK THAT ALL AREAS OF THE FORM HAVE BEEN COMPLETED IN FULL.**

**IN SECTION 3 OF THE CLAIM FORM, YOU'LL NEED TO CERTIFY THAT THE CLAIMANT WAS A LICENCE HOLDER AT THE TIME OF THE ACCIDENT AND THAT THE INJURY OCCURRED AT AN AIDKA EVENT.**

**RETAIN ORIGINAL DOCUMENTS AND EMAIL THE CLAIM FORM WITH SUPPORTING DOCUMENTATION DIRECTLY TO AFA INSURANCE LTD AT;**

[claims@afainsurance.com](mailto:claims@afainsurance.com)

**Phone numbers are;**

**1300 728 997 - toll free or,**

**02 9259 8222**

POSTAL ADDRESS;

AFA Insurance Claims Department

PO Box R1852

Royal Exchange NSW 1225

PLEASE CONTACT MARK HOLMES AT MARSH ON 8385 3612 IF YOU EXPERIENCE ANY DIFFICULTIES OR HAVE ANY QUERIES.