

REPLACEMENT INSURANCE CLAIM

NEW VEHICLE - TOTAL LOSS

Date opened:	_____
Date of total loss:	_____
Dealer:	_____
Contact person for claim:	_____
Dealer's telephone no.:	_____
Dealer's fax no.:	_____
Contact person's email:	_____
Client's name:	_____
Client's telephone number:	_____
Certificate no.:	_____

PLEASE FAX THE FOLLOWING DOCUMENTS TO 418 641-4357 OR 1 866 213-2103

DOCUMENTS TO SUBMIT TO LA CAPITALE FOR APPROVAL

- Copy of replacement insurance
- Claim issued by insurer
- Copy of client's insurance policy (**Not to be confused with pink cards, cover notes and insurer's confirmations**)
- For the scrapped vehicle**
- Copy of purchase and financing or lease contract and worksheet
- Copy of manufacturer invoice
- Copy of receipt for accessories installed at cost (if applicable)
- Copy of manufacturer rebate (if applicable)
- For the replacement vehicle**
- Copy of manufacturer invoice for identical or equivalent vehicle
- Replacement quote

DOCUMENTS TO SUBMIT FOR SETTLEMENT

- Copy of purchase and financing or lease contract and worksheet
- Copy of cheque issued by insurer
- Confirmation of transfer of ownership to insurer
- Copy of receipt for accessories installed at cost (if applicable)
- Copy of manufacturer rebate (if applicable)
- Copy of ATAC form plus new vehicle registration
- For rental vehicle reimbursement**
- Copy of detailed short-term rental (courtesy) contract with signature (max. \$1,500)

CONTACT INFORMATION

625 Jacques-Parizeau St
P.O. Box 17100
Quebec QC G1K 9E2

Telephone: 1 855 747-7820 418 747-7820

Fax: 1 866 213-2103 418 641-4357

Email: fpg5@service-indemnisation.com

Note: These standard procedures apply in most cases. Other documents may be required on a case-by-case basis. Payment of taxes may vary depending on the type of transaction.