

Procedure for online completion of insurance claims on the Business Lease s.r.o. website

Before completing the information about the insurance claim (IC), you must have a scan of your **driver's license** (a copy of the driver's license must always be submitted when the vehicle is being operated by the driver at the time of the IC), **accident protocol – carbon two-coloured form** (if compiled), **police protocol for criminal offences or confirmation of the traffic accident** (if the accident was investigated by the police and taken into protocol).

After scanning these documents, you may proceed to complete the form.

What to complete and where:

Who caused the IC? – choose only between liability or non-liability for the accident. The correct choice will have a substantial impact on further completed information.

Insurance claim – this is mandatory information. Without this information, the damage cannot be registered with the insurance company. If you do not remember or know the precise information, you must at least estimate it. The mandatory information cannot be omitted. Without it, the report cannot be completed.

Driver's vehicle – completes itself. All you have to add is the mileage. If you do not know this information precisely, please enter at least the approximate mileage rounded off to hundreds of kilometres.

Driver's contact details – This is mandatory information without which the IC claim cannot be completed. If the vehicle was operated by a driver at the time of the insurance claim, it is necessary to submit a copy of the driver's license of the person operating the vehicle. Submission of a copy of the driver's license is required by the insurance company and the IC cannot be concluded without it. The driver's license must be scanned or photocopied and attached to this report using the Browse icon (you can attach two A4 documents – some people do not manage to scan both sides of the driver's license on one A4 sheet)

Details about the accident and damage to the vehicle – this is mandatory information. Concise information will suffice. Hints on how to complete the text are available under the

question mark icon. 

Was the accident investigated by the CZ Police? – If yes, the mandatory fields will show up. If the IC was taken into protocol, it is necessary to scan the document and attach it using the Browse icon (up to five A4 sized documents may be attached).

Information about the other party to the accident (damaged party or offender) – in some cases this is mandatory information. If the other party is unknown, it is necessary to enter "no" or "none" in the fields marked with a *. If the fields marked with a * are not filled in, the report cannot be completed successfully.

After completing and storing this information, we will send you an e-mail with the number under which the claim is registered at BL. Present this number when bringing the vehicle to the service shop for repair.

Apart from the number, you will also receive a copy of the information you have sent us. If you include the e-mail address of the person responsible for your car fleet, this person will receive the said information.

Thank you for your understanding and we trust this new process will ease our communication.