



**MVA FUND**

*Living the promise.*



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## **REQUIRED DOCUMENTS TO LODGE A CLAIM**

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**NB: You can only lodge a claim with MVA Fund if you have reached the age of maturity (21 years old) else you need a guardian to lodge on your behalf.**

**Prescription period is 3 years from the date of the accident (MVA Fund Act No. 15 of 2007: Section 29(1))**

## **FOR MEDICAL UNDERTAKING**

**To be processed within 1 day for emergency and 5-10 days non-emergency**

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1. Claim form
2. Medical form
3. Proof of medical expenses (**receipts and invoices**)
4. Police report
5. Police statements (**driver, injured, witnesses, Investigating officer`s statement**)
6. Police sketch plan
7. \*Form BP73 (Police Form)
8. \*Motor vehicle inspection report (**Form BP 29 (Department of Road Transport Services)**)
9. Copy of Identity Document/ Passport (**Certified**)
- 10.\*Copies of medical cards
- 11.Copy of medical aid card if on medical aid
- 12.Birth certificate /Birth card if it's a minor injured (under 16yrs (**certified**))
- 13.Copy of Residence permit and passport if non -citizen (**certified**)
- 14.Copy of driver`s licence (if injured person was a driver (**certified**))
- 15.MVA Fund Reimbursement Form- Invoices and receipts and Form C to prove past medical expenses
- 16.Affidavit of authority to claim in case the injured is not able to lodge for themselves
- 17.For foreign registered vehicles- proof of third-party insurance payment at the boarder

**\*non mandatory to be provided if available.**

## FUNERAL EXPENSES

To be processed within 8 working hours

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1. Claim form
2. Police report
3. Police statements (**Investigating officer`s statements, driver, witnesses**)
4. Police sketch plan
5. Death certificate (**certified copy**)
6. Post -mortem report (**certified copy**)
7. Sworn affidavit for authority to claim from the deceased`s family (if Claimant is not the parent)
8. Copies of Identity Documents of the two witnesses in the sworn affidavit in `6` above (**certified**)
9. Proof of funeral expenses (**quotations/Invoice+ Receipts**)
10. Copy of Identity Document/ Passport (**Certified**)
11. List of deceased`s dependants (**dependants Form**)

**MAXIMUM PAYABLE FOR A FUNERAL EXPENSES CLAIM – P7 500-00**

## LOSS OF SUPPORT

To be processed within 2 months



1. Claim form
2. Police report
3. Police statements (Investigating officer`s statements, driver, witnesses)
4. Police sketch plan
5. Sworn affidavit of authority to claim and relationship to the deceased
6. Birth certificates /Birth card of deceased children under 21 (**certified**)
7. Salary advices slip of the deceased
8. Copy of marriage certificate if claimant is the spouse (**certified**)
9. Proof of terminal benefits (Group Life Insurance and Group Accident Cover)
10. Bank Statements/Tax returns (if deceased was self-employed)
11. Work & Residence permit if deceased is Non-citizen
12. Copy of Identity Document/ Passport (**Certified**)
13. Workman`s compensation (if deceased was on duty during accident)
14. Salary advice slip for the surviving parent who is working
15. Full details of next of kin

## LOSS OF EARNINGS

To be processed within 6 weeks

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1. Claim form
2. Police report
3. Police statements (Investigating officer's statements, driver, witnesses)
4. Police sketch plan
5. Proof of salary advise slip
6. Letter from employer to confirm loss of earnings
7. Workman's Compensation claim if injured was on duty at the time of the accident
8. Work permit in case of Non-citizen
9. Medical boarding report in case of termination of employment
10. Sick leave
11. Bank statements for self employed (before and after accident)
12. Tax Returns
13. Any other Employer Terminal benefits
14. Copy of Identity Document/ Passport  
**(Certified)**



## CONTACTS:

### **GABORONE**

MVA Fund House, Plot 50367, Fairgrounds Office Park,  
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### **FRANCISTOWN**

Ngilichi House, Plot 306/7, Meriting Complex,  
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### **MAUN**

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Fax: 6862021

### **KANG**

Plot 659, Gamonyemana Ward, Tel/fax: 6517124/1

### **PALAPYE**

House No. PA8MQ1/G, BHC Offices, Tel: 4921022  
Fax: 4921024

### **SELEBI-PHIKWE**

CBH Building, Plot 2574, Town Centre, Tel: 2600275  
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**ROAD SAFETY - COMPENSATION - REHABILITATION - SUPPORT**