

Notice of non-liability for an accident

Authorized operator
(Fill out sections 1, 2, 3, 4 and 6)

Operator doing business with a certified claims adjuster
(Fill out all sections)

Section 1 – INFORMATION ON OPERATOR

Corporate name (or name) of operator				Full name of respondent authorized by operator, if necessary			
Address		Number	Apt., room or floor	Street		Postal Box	Unit
City, town, village or municipality				Province		Postal Code	
Telephone		Fax		Email			

Section 2 – INFORMATION ON ACCIDENT

Accident report number	Date of accident	Year-Month-Day	Licence plate number of vehicle involved in accident
Full name of operator's driver involved in the accident			

Section 3 – DETERMINATION OF LIABILITY FOR THE ACCIDENT (Section A or B)

► a) Collision between two or more vehicles

- Indicate the section of the Driver's Fault Chart¹ of the Compensation Agreement that applies to the accident.
- Check the percentage of liability of the driver involved in the accident.

Fault Chart Section

0% 50% 100%

Reasons why the driver is not at fault. (Use a separate piece of paper if required)

► b) Collision with a pedestrian or cyclist

- The Driver's Fault Chart¹ of the Compensation Agreement does not apply.
- Check the percentage of liability of the driver involved in the accident.

0% 50% 100%

Reasons why the driver is not at fault. (Use a separate piece of paper if required)

Section 4 – INDIVIDUALS AND DOCUMENTS CONSULTED (Check where appropriate)

- Police accident report
 Internal accident report
 Driver's account or testimony
 Witnesses' account
 Position of insurer of the other party involved
 Other documents. Specify: _____

Section 5 – INFORMATION ON CERTIFIED CLAIMS ADJUSTER (Notice provided by a claims adjuster)

Full name of certified claims adjuster				Name of claims adjuster's firm (if necessary)			
Address		Number	Apt., room or floor	Street		Postal Box	Unit
City, town, village or municipality				Province		Postal Code	
Telephone		Fax		Email			
Autorité des marchés financiers du Québec's certificate number							
				Signature of claims adjuster			

Section 6 – SIGNATURE

I have read this document and am aware of the information to be submitted to the Société de l'assurance automobile du Québec as well as the support information on the back.

Year-Month-Day

Date

Signature of operator or authorized respondent

1. The Driver's Fault Chart of the Direct Compensation Agreement for the Settlement of Automobile Claims generally applies to collisions involving two or more vehicles. The ordinary rules of law apply in all other accident cases.

Support information

For transmitting mandatory information to the Société de l'assurance automobile du Québec (SAAQ), you may use the "Notice of non-liability for an accident" as is or a version modified to suit your needs. A model notice form is available on the SAAQ's Website at www.saaq.gouv.qc.ca under the heading "Heavy Vehicles."

Operators who use the services of a certified claims adjuster or who are authorized to submit their own proof must establish the non-liability of the heavy vehicle driver involved in an accident. For that purpose they must rely on internal or police drawn accident reports, the Driver's Fault Chart of the Direct Compensation Agreement for the Settlement of Automobile Claims as well as the position of the insurer of the other parties involved in the accident and witness accounts, if necessary. These documents must be consulted where a collision between two or more vehicles has occurred. All of these documents except the Driver's Fault Chart of the Direct Compensation Agreement must also be consulted where the collision involved a pedestrian or cyclist.

Fees charged by a certified claims adjuster are at the operator's expense.

Operators are responsible for ensuring that the claims adjuster has a valid certificate issued by the Autorité des marchés financiers du Québec.

To process proof or requests submitted by an operator, the SAAQ must have received all the information required on this form. Where information is missing, the SAAQ shall inform the operator of the time limit in which to submit the missing information before it can continue processing the case. Liability for an accident remains on record until such time as the SAAQ receives the missing information.

The SAAQ reserves the right to require additional information or documents to clarify proof received or a request. Accordingly, please be sure to keep all relevant documents. Liability for an accident remains on record until such time as the SAAQ receives the additional information requested.

Proof of non-liability for an accident may be analyzed by a SAAQ claims adjuster if the SAAQ disputes the proof submitted. Proof may be disputed where:

- Information on the proof provided by the operator does not match information in the accident report.
- Information in the accident report or on the proof provided by the operator is vague or ambiguous.
- The operator or his claims adjuster has been unclear as to the non-liability of the heavy vehicle driver involved in the accident.

If the claims adjuster finds that the heavy vehicle driver involved in the accident is liable, liability for the accident may stay on record. In that event, the SAAQ will inform you in writing of its decision and the procedure for appealing the decision.

To appeal a decision, you must present a written application for appeal within ten days of receiving the SAAQ's notice.

The SAAQ will then have your proof of non-liability analyzed again by an independent claims adjuster serving as a third party. The claims adjuster will inform you in writing of his findings. If the adjuster finds that the driver is liable for the accident, you will be required to pay his professional fees, which are approximately \$100. However, if the adjuster finds that the driver is non-labile, the Société will pay the fees.

Protection of Personal Information

All information gathered by authorized SAAQ personnel is handled confidentially. The SAAQ needs such personal information to apply the Automobile Insurance Act and the Highway Safety Code. Under the Act respecting access to documents held by public bodies and the protection of personal information, it may be conveyed to Government departments or agencies, or used for statistical, survey, study, audit or investigative purposes. Failure to provide information can result in a refusal of service on the SAAQ's part. Individuals may consult or correct any personal information concerning them held in SAAQ records. For more information, contact the SAAQ's call centres or consult the Policy on Privacy on the SAAQ website at www.saaq.gouv.qc.ca.

Mail your notice to: **Service aux propriétaires, exploitants et conducteurs de véhicules lourds**
Société de l'assurance automobile du Québec, 333, boulevard Jean-Lesage, Québec (Québec) G1K 8J6
Telephone: 1 800 554-4814 – Fax: 418 643-1896