



**INFORMATION PACKET ABOUT VEHICLES  
FOR INTERNATIONAL STAFF  
OF  
AURA IN CHILE**

**Provided by**  
AURA-O  
Colina el Pino S/N  
Casilla 603  
La Serena, Chile

**A. New Car Purchase**

Employees accredited under category 6 will only be allowed to import a vehicle within their first year at the Observatory. Employees accredited under category 5 will be permitted to import a vehicle on their first year at the Observatory and every subsequent three years.

Information regarding the purchase of a new car is provided in detail in the AURA-O PPM, Section B-XXII AURA Expatriates in Chile, Section 3. VEHICLE IMPORTATION PROCEDURES, available on the AURA-O/AOSS website. <http://www.aura-o.aura-astronomy.org/pandp/pdfs/Section%20B/BXXII%20Aura-O%20Expatriates.pdf>

**1. *Duty Free Importation***

The following procedures shall be observed for the importation of personal vehicles:

***Please Note! Only NEW vehicles may be imported.***

AURA-O Director's authorization is necessary to proceed with the importation under the umbrella of the privileges and allowances granted to AURA in Chile.

- First obtain the Advance Importation Approval Assent from the Ministry of Foreign Affairs. In order to carryout this procedure, the importer must submit, to the AOSS Operations Office in Santiago, a valid commercial quotation from the dealer, where all the relevant vehicle identification details -as well as CIF value – are distinctly listed. Pursuant to stringent emission control regulations enacted in Chile after 2000.
- Obtain the Duty Liberation Decree, which is processed with the following original documentation:
  - a) Bill of Lading,
  - b) Commercial Invoice & Packing List,
  - c) Insurance Policy and
  - d) Advance Importation Assent.
- Complete the Customs Clearance Procedures for the importation of the vehicle into the country, under the duty-free regime regulations and exemptions granted by Chilean Law.

**2. *Vehicle Registration***

Following customs clearance, the vehicle owner must immediately register her/his vehicle with the local Civil Registrar. The Chilean plates obtained via this compulsory formality must be submitted to the AOSS Santiago Operations Office along with the import documentation named above, for the request of OI plates.

The standard Chilean plates (Placa Patente Unica Nacional or PPU) are kept under the custody of the Ministry of Foreign Affairs for the period of time that the vehicle is licensed with official plates. The Chilean plates (PPU) are returned to the vehicle owner once the sales prohibitions have been properly cleared.

The vehicle owner is expected to securely keep the original Customs and Ministry forms that were used in the importation of his/her vehicle, which will be required at the time of its transfer and sale.

### **3. *Licensing***

In accordance with Law Decree No 577 of the Ministry of Foreign Affairs, which was sent to resident diplomatic missions via Circular No 318 of September 20, 1984, International Officials accredited with the Government of Chile are entitled to request exempt license plates for up to two vehicles.

The OI licensing package will consist of two license plates, a validation decal sticker, and a registration card.

Official (OI) License Plates for personal vehicles, either imported duty-free or purchased from local sources or individuals, will be requested using the following documentation:

#### Vehicles imported under the duty-free regime

- Original Customs Declaration of Simplified Importation (DIPS)
- Original Ministry's duty liberation decree
- Original Commercial Invoice
- Original Civil Registrar's Ownership Registration Request Form
- Chilean License plates
- Mandatory Insurance Policy (Municipal copy)
- Third-party Insurance Policy – certificate
- Homologation Certificate

#### **B. Vehicles Purchased in Chile (new or used, from a local, commercial business or from an individual owner)**

##### ***Necessary Documents and Plates***

- Original Civil Registrar's Ownership Registration Request Form
- Original Commercial Invoice or Notarized Purchasing Contract
- Chilean License Plates
- Mandatory Insurance Policy (Municipal copy)
- Third-Party Insurance Policy - certificate
- Homologation certificate or Revision Técnica

#### **C. Vehicle Sale and Ownership Transfer**

The property transfer of vehicles and other personal belongings of resident representatives and accredited international officials of AURA, Inc. in Chile, imported with the duty-free allowance, is regulated by Law Decree No 711 of 1979 and Law N° 19.633 of the Ministry of Financial Resources dated August 31, 1999, which modifies the tax schedule affecting the importation of vehicles with duty-free privileges

The owner of a vehicle must request, through AOSS, an official vehicle disposal title in order to sell, junk, salvage or export a personal vehicle imported under the duty-free

regime. This request must be accompanied by the return of the OI plates, validation decal stickers, and registration card. It also must include the originals of the Customs Declaration and Duty Liberation Forms.

Vehicles imported duty-free become automatically exempt from customs duties three years after their importation date, counted from the date stamped on the Simplified Form of the Customs Declaration of Importation (DIPS.)

The Chilean law decrees that the first buyer of duty-free imported vehicles is obliged to pay a portion of the 19% IVA tax (Value Added Tax). The portion of the IVA to be paid is calculated by reducing a 10% of this rate for every year of usage of the vehicle, up to maximum reduction of 70% of the rate. The vehicle becomes fully exempt from this tax after remaining ten years in the country.

The terms of the Law indicate that duty-free vehicles cannot be transferred before the mandatory 3-year prohibition period has properly expired. Exceptionally -and with prior approval of the Ministry of Foreign Affairs- vehicle property may be transferred before the expiration of the mentioned moratorium (mandatory period), provided the corresponding duties and taxes are paid in the amounts mandated by the Chilean Customs by-laws.

Should the employment terminate before the moratorium, the Ministry will allow the sale and property transfer of the vehicle only if it has been in the country for a period in excess of six months, and provided all the corresponding duties and taxes have been paid. Other exceptions may be granted when the vehicle owner is facing major problems. Clearance permits may be approved after presenting proof that the payment of the corresponding customs duties has been made.

Failure to comply with these regulations is deemed a "customs fraud", which may subject the seller to fines and/or penalties.

#### **D. How To Obtain a TAG or Televía**

Go to the website at <http://www.costaneranorte.cl/>, or call their call center (2) 4 900 900 to verify that your license plate presents no unforeseen problems for obtaining a Televía. The following is a list of Delivery stations and documents that you must take to obtain a Televía.

##### ***Delivery Stations:***

Costanera Norte Office, General Prieto 1430, Independencia. Schedule is Monday to Friday from 8:30 to 17:00.

Autopista Costanera Norte Km. 7,6, East to West side in Vitacura. Schedule is Monday to Friday 9:30 to 20:30 and Saturday from 10:00 to 19:00.

Autopista Costanera Norte Km. 7,6, West to East side in Vitacura. Schedule is Monday to Friday 9:30 to 20:30 and Saturday from 10:00 to 19:00.

Autopista Costanera Norte Km. 33,5, Pudahuel (approximately 500 meters west of the Ruta 68 junction). Schedule is Monday to Friday from 9:30 to 20:30, and Saturday from 10:00 to 19:00.

***Documents you will need:***

- a) If you (the owner of the car) goes you will need:
  - Original plus copy of your Identity card or booklet
  - Original plus copy of the vehicle's "padrón"
  
- b) If someone is taking care of this for you he/she will need:
  - Original plus copy of his/her Identity card.
  - Original plus copy of the vehicle's "padrón"
  - Simple notarized power to take care of this for you. (Click here <http://200.55.208.119/imagenes/PS-PN.pdf> )
  
- c) If a third party will be paying the bills, you need:
  - Original plus copy of Identity card or booklet of person getting the TAG
  - Original plus copy of vehicle's "padrón"
  - Notarized authorization of person who is costing the bills. Click <http://200.55.208.119/imagenes/AN-PN.pdf> for authorization form.

Payments may be made via:

PAT (Automatic Charge to your credit card). VISA, Mastercard, American Express, Diners, and Magna accepted.

<http://200.55.208.119/Imagenes/PAT.pdf>

PAC (Automatic charge to your bank account)

The following banks are accepted: Bicep, Chile-Edwards, del Desarrollo, Estado, Santander-Santiago, Boston, BBVA, BCI, Citibank Corpbanca, Scotiabank-Sudamericano, Security. See form at <http://200.55.208.119/Imagenes/PAC.pdf>

Until you obtain a TAG for your car, you will need to purchase a "day pass" at any SERVIPAG agency, there is one at the Mall service area (Alberto Solari 1400. Tel: 210562); another at the Lider supermarket (Francisco de Aguirre 02. Tel. 225209); and one at the Deca Supermarket (Balmaceda 1350. Tel. 213616). When purchasing the day pass you program it for the day when you will use the highway, if your plans change you can reprogram the "day pass" up to 24 hours before the day it was intended to be used by calling 600 4000 600 or by going to SERVIPAG.

You may also purchase a day pass just past the Lampa (last) toll station before reaching Santiago

You will need to take the vehicle's padrón with the license number to Servipag, pay current price (CLP3,500 is the rate for February 2006) and tell them what day you will use the "day pass", they are online with the "autopista" (highway) so you need do nothing more, you can use the autopista as many times as you wish during the said day. If you know when you will be returning you can purchase a ticket in advance. If not you will need to purchase it in Santiago. Some Servipag locations in Santiago are:

Centro de Atención. Alonso de Córdova 6045, tel:3422161. (Monday through Friday 9:00 to 17:30).

Caja Auxiliar Supermercado Jumbo at the Alto Las Condes. Pdte. Kennedy N° 9001, tel. 2131457. (Monday through Saturday 08:00 to 22:00; Sunday 09:00 to 22:00).

Caja Auxiliar Mall Parque Arauco, tel 2295769. (Monday through Saturday 10:00 to 21:00; Sunday 11 to 21:00).

Caja Auxiliar Supermercado Líder Tomás Moro. Avda. Tomás Moro 1149, tel. 3428025. (Monday through Friday 10:00 to 13:00 and 16:00 to 20:00; Saturday 10:00 to 14:00)

Caja Auxiliar Supermercado Santa Isabel. Manquehue Norte N° 457, tel. 2247342. (Monday through Friday 10:00 to 13:00 and 16:00 to 20:00; Saturday 10:00 to 14:00).

Jumbo La Dehesa. Av. La Dehesa 1445 Loc. 1044. Tel. 2161563.

Apumanque. Mar de los Sargazos N° 5877, tel.2295536. (Monday through Friday 09:00 to 20:00; Saturday 09:00 to 15:00).

Entire set of Servipag locations in Chile can be found at [www.servipag.cl](http://www.servipag.cl)

***Please note that you will only be allowed to purchase a maximum of 12 “day passes” per year.***

You also have the option of purchasing a “boleto de habilitación tardía” (late pass) anytime before 20 days have elapsed since you used the highway without having a tag or a day pass. These cost the same as a day pass and it can be purchased in any Servipag agency.

## **E. Vehicle Insurance In Chile – Limitations, Requirements**

The vehicle owner is required to provide the following mandatory insurance to use a vehicle in Chile:

- Insurance for Personal Injuries coverage (Mandatory Insurance Policy or Seguro Obligatorio de Accidentes Personales) and
- Civil Responsibility and Third Party Liability Insurance coverage (mandatory only for year when the OI Plates are requested)

Neither of these insurance policies cover your own vehicle or yourself. If you want to insure your own vehicle from risks you will need to buy a specific insurance coverage for this purpose. Why should you want to obtain insurance? Mostly to shield yourself from risks that could gravely harm your financial security.

Apart from medical, general civil responsibility, etc., in Chile you need to secure vehicle insurance. Automobile insurance is simply a contract that helps pay for certain types of financial losses or obligations resulting from the use or ownership of an automobile. To obtain this contract (insurance policy), you pay a specified amount of money called a premium. In return for the premium paid, the insurance company agrees to pay certain expenses and legal liabilities depending on the terms of the insurance policy. Having the

right insurance coverage may prevent you from suffering a large financial loss in the event of an automobile accident.

Insurance companies in La Serena are:

BCI Seguros  
Edo. De La Barra 336, Of. 101  
Tel: 226047, 222491, 217206

Las Americas  
Avda. El Santo 1430  
Tel: 213618, 215723

Consortio  
Huanhuali  
Tel: 225267, 6002213000

Chilena Consolidada  
256 El Santo 1626  
Tel: 225030, 6006009090

ING Seguros  
600 252 0464, (2) 250 5820  
[www.ing.cl](http://www.ing.cl)

MAPFRE Seguros  
Huanhuali 260  
Tel: 211638

#### **F. Yearly Registration And Stickers**

Those who do not use OI license plates in Chile must pay a yearly (and very expensive – the rate will depend on the year and brand of the vehicle) vehicle use tax (i.e., permiso de circulación anual), which, in addition to the payment involves a number of legal requisites for the use of a vehicle in the country, aiming at ensuring that only safe and environmentally- friendly vehicles are allowed unrestricted use rights. In order to comply with this rule, the Ministry established that official vehicles (using OI plates) are exempt from the yearly tax but that they must comply with the general technical-safety requisites (by exhibiting proof that the vehicle’s technical, safety and air pollution control -emission-standards are met), and by showing that personal accident liability is covered by a mandatory insurance basic coverage.

#### **G. Rights And Responsibilities If Renting From AURA**

Information regarding renting from AURA is in the contract that must be signed before a car is handed over to the renter. Please read this entire document carefully. If you have additional questions, contact AOSS.

##### ***What To Do In Case Of An Accident***

See annex “B” of the AURA-O auto-rental contract.

#### **H. Rental Agencies**

Many car rental agencies are listed in the phone book’s yellow page, or a swift web surf will bring you to agencies such as Hertz, Budget, Avis, Econorent etc.

Be sure you understand all the details in the rental contract before signing it. If necessary, take someone with you to help translate when you plan to rent a vehicle.



# The AURA Observatory in Chile

Casilla 603  
La Serena, Chile  
Tel: (56) 51-205200  
Fax: (56) 51-205356

## Vehicle Rental Agreement Form

This vehicle rental agreement is made effective by and between XXXXXX, herein under the Renter, and the Association of Universities for Research in Astronomy, Inc., RUT No. 92.142.000-5, domiciled in Colina El Pino s/n, La Serena, Chile, represented by Eduardo Enrique Figueroa R., RUT No. 4.586.482-0, herein under AURA-O.

### 1. Vehicle Description

AURA-O will let and the Renter will take on hire the motor vehicle described in the agreement subscription form, hereinafter referred to as the vehicle.

### 2. Duration of Hire

The term of hire shall be for the period as described in the agreement subscription form. The renter will be responsible for the vehicle until this time of termination, inspection, and collection.

### 3. Persons who may drive an AURA Vehicle

(a) The vehicle may be driven during the period of hire only by the renter and the persons named on the agreement subscription form. Drivers may use their driver's licenses that have been issued in another country while they are under tourist visas, once accredited however, they must possess a Chilean driver's license or an International driver's license (good for one year only) **together** with that of another country to drive in Chile.

(b) If the need arises, consent is given to AURA-O to check validity and currency of any driver's license used in connection with this agreement - as applicable.

### 4. Payments by Renter

The renter shall pay to AURA-O as payment for the hire of the vehicle for the period of hire, a rental charge at the rate referred to on the agreement subscription form which is part of each individual agreement.

Regular maintenance check-ups, repair service or damage repair will be performed exclusively at the cost and expense of AURA-O. All other operational costs are deemed the expense and responsibility of the renter.

The renter shall not arrange or undertake any repairs or salvage without the authority of AURA-O, except to the extent that the repairs or salvage are necessary to prevent further damage to the vehicle or to other property.

The renter shall be liable for any parking or traffic infringement and will supply relevant details as required by the Police and/or AURA-O relating to any such parking or traffic infringement and offences, impoundment, towage and storage.

The renter shall ensure that no person shall interfere with the distance recorder or speedometer or, except in an emergency, any part of the engine, transmission, braking, or suspension systems of the vehicle.



<http://www.gemini.edu>



<http://www.soartelescope.org>



<http://www.ctio.noao.edu>

SMARTS

<http://www.astro.yale.edu/smarts>

A O S S

<http://www.aura-o.aura-astronomy.org>





## 5. Return of the Vehicle

The renter shall return the vehicle promptly on the date agreed at the expiry of the agreement, in the same clean and tidy condition as it was originally delivered by AURA-O.

## 6. Immediate return of Vehicle where default or damage has occurred

AURA-O shall have the right to terminate the rental and take immediate possession of the vehicle if the renter fails to comply with any of the terms of this Agreement, or if the vehicle is damaged on account of serious negligence or reckless conduct of the renter. The termination of the rental under the authority of this clause shall be without prejudice to the other rights of AURA-O and the rights and civil responsibility and liability of the renter under this Agreement or otherwise.

## 7. INSURANCE COVERAGES

**A. MANDATORY Third Party Liability Insurance (Seguro Obligatorio).** This insurance comes into effect only when there are people injured as a result of an accident (whether they are inside the vehicle or not). It indemnifies up to 300UF for death liability, 200UF for permanent disability and 300UF for medical expenses of any person involved in an accident. In such a case the police will require the driver to show the insurance policy, which should always be kept in the glove compartment for easy access.

**B. General Liability Insurance:** Renters are subject to third party civil and penal liability for personal injuries, death, loss or collision damages in the event of an accident. AURA-O maintains in force a general liability insurance, at its own cost, which provides coverage for third party property damage that will indemnify, defend and otherwise protect the renters against liability for personal injury, death and property damage arising from the use of the vehicle. This policy will cover up to a limit of 1000UF for third party damage, 500UF for moral damage (when a third party suffers irreparable injuries or death) and 500UF for unemployment loss of earnings. This policy will not be in effect when the loss or damage is caused by one or more of the following:

- i. Operation of the vehicle by a driver who contributed to the accident while (and has been adjudged by the courts to have been) under the influence of alcohol (in excess of the legal limits) or any illegal non-prescription drug.
- ii. Operation or use of the vehicle for any intentionally illegal purposes.
- iii. Operation of the vehicle without a legal drivers license.
- iv. If the driver leaves the accident area

The conditions, restrictions and exclusions of the applicable insurance for any rental shall be those mandated by the Chilean Law and Insurance policy coverage afforded under standard automobile liability policies in Chile.

**C. LOSS OF OR DAMAGE TO AURA VEHICLE:** AURA has purchased a Personal Effects Protection insurance which will cover most of the loss of, or damage to, the rented vehicles with a 2,50UF deductible for stolen accessories, malicious damage, or damage caused by the cargo. This 2,50UF deductible will be at the renter's expense. AURA will bear the costs of towing, administrative costs and replacements from any cause, unless the damage is caused by one or more of the following:





- i. Willful or wanton misconduct on the part of a driver or occupants of the vehicle. (Willful or wanton misconduct is conduct, which is committed with an intentional or reckless disregard for the safety of others or with an intentional disregard of a duty necessary to the safety of another's property.
- ii. Operation of the vehicle by a driver who contributed to the vehicle damage while such person was (and has been adjudged by the courts to have been) under the influence of alcohol or any drug.
- iii. Use of the vehicle for any intentional illegal purposes.
- iv. Commercial use of the vehicle or permitting the vehicle to be used commercially.
- v. Operation of the vehicle in a test, race or contest.
- vi. Operation of the vehicle by a person other than an authorized driver.
- vii. Operation across international boundaries.
- viii. Operation of the vehicle off paved, graded or maintained roads or driveways, except as agreed by AOSS to this in writing beforehand and the vehicle being properly designed for such use.

## **8. Billing for Damages**

When loss or damage is due to one or more exception clauses stated above, AURA-O will consider the renter to be fully and personally responsible for the entire extent of damage, and will have the right of pursuing the enforceable total recuperation of the repair or salvage cost incurred there from.

## **9. Repairs and Replacements**

AURA-O asks renters that in the event of an accident or if repairs become necessary, the Renter should immediately notify the Office of the AURA-O Director to request a replacement vehicle, if necessary, and receive instructions for the disposition of the disabled vehicle. Replacement vehicles may be made available if in existence. The renter shall not, however, present claims for loss of use resulting from liabilities originated in damages to a vehicle under his /her custody, which has been disabled on account of an accident, except as those agreed herein.

The time spent while waiting for the replacement or for repairs due to any mechanical failure of the vehicle shall be deducted from the total amount of rental time.





# The AURA Observatory in Chile

Casilla 603  
La Serena, Chile  
Tel: (56) 51-205200  
Fax: (56) 51-205356

## ANNEX "A" OF THE RENTAL AGREEMENT

**AURA Unit No.:**

**Make of Car:**

**Color:**

**L. Plate:** OI 2083

**Pick Up Date:** 20 September 2008

**Drop off Date:**

**Renter / Driver:**

**Driver #2:**

**Driver's License:**

**Driver's License**

**Issued in:**

**Issued in:**

**Driver #3:**

**Driver #4**

**Driver's License No.:**

**Driver's License No.:**

**Issued in:**

**Issued in:**

**Home Phone:**

**Home Address:**

**Rate is US\$133.33/week or US\$400/month**

**Account to be charged:**

The minimum short-term rental period is a week, the cost of which is 1/3 of the monthly rate. Each additional day in excess of a week will be charged 1/7 of the weekly rental rate. Rental periods less than a month but greater than 3 weeks, will be charged the full monthly rate. The extra day charges for rentals exceeding one month will be 1/30 the monthly rate.

***I HAVE READ THIS CONTRACT CAREFULLY AND  
AGREE TO ALL OF THE TERMS.***

Signed (Renter)\_\_\_\_\_

We remind you that the use of car lights during daytime (as well as after sunset) is compulsory on highways which include the local ruta 5 (Panamerican highway), ruta 41 (Vicuña), ruta 43 (Ovalle).

If traveling elsewhere it is recommended that you check the Turistel site [www.turistel.cl](http://www.turistel.cl) to see where you need to use lights during daytime, if you wish to turn them off at all. The "mapas ruterros" indicate the highways by inserting black outlined shield-shapes with black numbers on the red marked route itself.



<http://www.gemini.edu>



<http://www.soartelescope.org>



<http://www.ctio.noao.edu>

SMARTS

<http://www.astro.yale.edu/smarts>

A O S S

<http://www.aura-o.aura-astronomy.org>



## ANNEX "B" OF THE RENTAL AGREEMENT

### **AUTOMOBILE ACCIDENT REPORTING, INJURY AND PROPERTY DAMAGE INSURANCE CLAIMS**

**The following procedures are intended for foreign visitors, staff and their family members, operating official or rental vehicles, who are involved in automobile accidents.**

In Chile it is mandatory for the driver of vehicles of any kind, to possess a valid national driving permit, issued by a Chilean Municipality, or an international driving license issued by a duly recognized international organization, which must be used together with the home country's driver's license. Permits issued by foreign governments or foreign states and municipalities are not valid unless the driver is on a one-month tourist visa.

In addition, all drivers, regardless of their country of origin or local residence status, are fully subject to traffic laws and the existing regulatory statutes, and are, therefore, personally liable for their acts and conduct.

#### **PROCEDURES**

In the event of an accident involving observatory vehicles driven by staff members, their family members, or visitors at large, the following procedures will apply:

- Stop your vehicle in as safe a place as possible. Turn the ignition off. Get out carefully and determine if anyone is injured. You may administer first aid, if needed, but usually should not try to move an injured person.
- Call the police (telephone no. 133) immediately after getting the urgent medical attention that might be needed.
- If your vehicle cannot be moved, turn the hazard lights on.
- If other vehicles were involved, record the vehicle's license plate number, year, make, and model. Obtain the driver's name, address, license number and the name of his/her insurance company. If the driver does not own the vehicle, obtain the name of the vehicle's owner. Also get the names and addresses of any passengers in the vehicle, or other witnesses.
- Write down the name and badge numbers of police and other emergency personnel at the scene.
- If you think the other driver was under the influence of alcohol or drugs, insist on a test for yourself and the other driver.
- Cooperate with the police and other people involved, but don't apologize for or acknowledge fault for the accident in any way. Do not offer insurance settlements on your own or sign anything without specialized counsel.
- Do not give any statements - except to the police. Stick to the facts without additional comment.
- Immediately contact the AURA-O Personnel Office to request assistance. (51-205320)
- If the other person takes responsibility for the accident, do not accept any money offered to you. By accepting money, you may give up the right to file a claim against the other driver.
- If there are injured persons, you must expect temporary detention at the police precinct closest to the place of the accident. We recommend that you fully cooperate with the police in their proceedings, and request assistance as soon as possible. If you are injured because of another person's negligence, you may have a case for liability compensation.
- Also, you must be aware that mandatory blood samples will be taken from you at a Hospital or Clinic, for the requisite alcohol ingestion tests.
- If a camera or cell phone with this capability is available, take pictures showing the damage, position of vehicles, skid marks and anything else documenting what happened.

If there are no injured persons, the police will most likely favor an amicable settlement of the dispute. You must nevertheless, file the police report (Constancia) for insurance purposes and to protect yourself if the other party decides to start litigation later on.





If the police do not arrive at the site of the accident, you are compelled to file the accident report statement at the police station closest to that location.

***In order to file a report with the police, you must personally go to the police precinct nearest the site of the accident, immediately after the accident on-site procedures or as soon as possible, and narrate a precise, full and truthful statement of the accident's details. This report will be logged by the officer on duty into their official record book, the officer will read it back to you once you have completed your account. Next you will be asked to sign your declaration, and it will be dated and numbered. If the other party has expressed his/her intention to pay for the damage, this must be expressly entered into the declaration.***

**If there is no amicable settlement:**

The police will escort the parties to the nearest precinct to record their declarations (in the same manner as related above), whereby both parties will be cited to appear in court at a later date. Then you will have to declare your version of the accident to the judge, in order to reach a judicial settlement with the other party.

**ACCIDENT REPORT FORM - INSURANCE COMPANY**

Immediately after the accident, and as soon as you possibly can, you must call the AURA Personnel Officer (205230), the Organization must file a vehicle accident report claim to the Insurance Company, with a detailed description of the accident, including date, time and place. The Accident Report form must include the identification of other vehicle(s)', other driver(s)', passengers and witnesses. Two photos, and any other relevant information that the Insurance Company might require to initiate the investigation, settlement or defense of claims and other legal formalities must be provided. The report must include a reference to the number and date of the police declaration (Constancia Policial.)

**SUPPORT AND ASSISTANCE**

The AURA-O Personnel Office will help you sort out all the details regarding proper legal assistance, insurance claims and provide guidance to correctly interpret the legal mandates, proceedings and liabilities that may affect you. Any legal counsel other than that provided by the General Liability Policy will be provided at your personal expense.

Garage or the Personnel Office will provide assistance with the removal of the damaged vehicle. However if the accident occurs on a holiday you should call the Insurance Company at 800-421-000. The car should be brought to the AURA campus.

***Despite that some police officers may sometimes show a more lenient or relaxed attitude about enforcing the preceding steps for accident reporting, especially when they are faced with foreigners who don't speak Spanish -or persons bearing official identification credentials, we emphatically recommend that you strictly adhere to the procedures described above, as they may save you from onerous and time consuming litigation against powerful insurance corporations.***

