

This Guide is intended to present how to highlight and take pictures of significant details of motor vehicles at the time of the motor vehicle risk inspection.

The pictures shall be taken exclusively in the day time, in natural light and with enough space around the vehicle. The motor vehicle must be clean at the time of the risk inspection.

The pictures shall be taken according to the procedures illustrated below.

1. You should take relevant pictures as in the examples below when the motor vehicle is uploaded in the Perpetoo Application.
2. It is obligatory to photograph the following:
 - *the four corners of the motor vehicle
 - *the two sides
 - *the chassis series impressed
 - *the dashboard (which must show clearly the number of kilometres and that the engine is on, and possibly other witnesses alight)
 - *the dashboard, as seen from the back seats (which shows clearly the instruments on the dashboard and possibly any equipment of the motor vehicle (radio CD, navigation system, phone support, video system, the type of gearbox).
 - *individual pictures of the 4 wheels (which shows clearly the make and type of tyres, rims, possibly the wear of tyres).

It must be possible to determine, based on the photographs, the make and type of the motor vehicle, the type of car body (break, sedan, etc.). The photographic distances must be equal for front and rear pictures or from both sides. Moreover, you should keep in mind the same rule for close-ups and close-up views. It is not appropriate to use the zoom of the camera because its use alters the quality of images. Every bird's eye view must be within the limits of the photographic film and not to go beyond or at a long distance from its margins. The optimum distance for taking the pictures is 2.5 - 3 metres for cars and increases with the dimensions of the motor vehicle.



(obligatory)



(obligatory)



(obligatory)



(obligatory)



(obligatory)



(obligatory)



(obligatory)



(obligatory)

3. Photographs with the chassis series impressed (obligatory) and, possibly, the series applied on the windscreen or in the engine compartment on the adhesive label:



(obligatory)



(optional)



(optional)

4. The close-ups of the mileage counter, the instruments on the dashboard and any possible equipment (radio CD, navigation system, phone support, video system, the number of car speakers):



(obligatory)



(obligatory)



(obligatory)



(obligatory)

The engine must be on and this must be seen in the instruments on the dashboard. The pictures shall be taken so as the total number of kilometres is visible and, possibly, other witnesses alight. It is also useful to have a picture of the gear lever (manual or automatic transmission).

The bird's eye picture of the dashboard shall be taken from the back seats or so as to make sure it is entirely covered. The pictures of the equipment of the motor vehicle may be replaced by their indication in the risk inspection form.

5. Photographs of the engine compartment (optional) with a focus on the lights, if any damage is found.



(optional/obligatory if damage)



(optional/obligatory if damage)



(optional/obligatory if damage)



(optional)



(optional)



(optional)



(optional)

6. The set of pictures shall be supplemented with the necessary number of close-ups of affected/damaged elements and/or of places where constructive elements are missing, so that their spread can be clearly determined. The pictures of the damaged elements must be taken so that these elements can be easily identified on the motor vehicle. When the damaged elements are part of a subassembly they must be photographed with that subassembly.

Examples of individual photographs of the damaged areas (obligatory if such damage is found)



Note: The pictures must be as conclusive and clear as possible. You should not send/attach unclear, failed or doubled pictures or pictures which have to connection with the insured object.

7. If the motor vehicle is hired, when Annex 1 of the Rental Agreement is signed by the Parties for handover/pick-up, you should follow the recommendations above and highlight the affected/damaged elements and/or places where constructive elements are missing, so that their spread can be clearly determined.