

# Motor Theft Report Form

Policy number –

## **Important notes to be read before completing this form I.**

1. Please fill ALL RELEVANT SECTIONS OF THE FORM. A fully completed form will help us to deal with your claim more efficiently.
2. The form should be completed in BLOCK CAPITALS
3. If you need more space to answer any of the questions, please use a separate sheet and ATTACH it to this form.
4. Please submit original documents in support of your claim, as copies are not acceptable.
5. No liability is admitted by issuing this form.
6. If the insured vehicle has been damaged beyond economical repair and recovered, YOUR VEHICLE WILL BE MOVED TO A PLACE OF STORAGE PENDING RESOLUTION OF YOUR CLAIM unless you wish to make other arrangements. Please ensure your personal effects are removed from the vehicle.

## **Warning – fraud**

A fraudulent claim will result in loss of all policy benefits and may lead to the institution of criminal proceedings. Insurers pass information to various Underwriting Exchange Registers run by other Insurers and the Motor Insurance Anti-Fraud and Theft Register.

## **Details of Policyholder**

Name

Postal Address

Home Telephone Number

Alternative Telephone Number

Occupation

## **Details of Insured vehicle**

Make	Model	Colour
Registration Number	Cubic Capacity	Year of Make

Chassis (VIN) No:

Please note that this number **MUST** be quoted in the police report

Are you the owner? Yes/No If no, are you the registered keeper? Yes/No

If No to either, advise details of the owner/registered keeper

Is the vehicle subject to a Hire Purchase agreement? Yes/No

If Yes, state name, address and account number of Finance Company

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On what date did you purchase the 

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 vehicle Was it purchased new? Yes/No

Mileage at date of fire/theft? 

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What was the general condition of your vehicle at the time of fire / theft

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Was there any pre-theft damage or rust on body work? Yes/No  
If yes, give details

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Were there any distinguishing marks or features of the vehicle? Yes/No  
If yes, give details

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For what purpose was the vehicle being used at the time of the fire or prior to the theft?

Social / Domestic? Home to work/Work to home ? Business? Other?

If other, give particulars

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Were you driving/last In charge of the vehicle? Yes/No

If Yes, you need not complete the next section. If No, the next section **MUST** be completed In respect of the person who was driving/last In charge.

Name
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Postal Address
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Telephone Number (Home)	(Business)
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Occupation
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Is he/she employed by you Yes/No

Type of driving licence Full? Provisional? None?

Date driving test passed?

Date of Birth?

Have you any conviction in connection with any motor vehicle or are any charges pending? Yes/No

If yes, give full details including dates

Was he/she using the vehicle with your permission? Yes/No

Has he/she a vehicle of his/her own? Yes/No

If yes, give name of Insurer and policy number

Was your vehicle stolen? Yes/No

Where did the theft take place? (street, town)

State date and time vehicle last seen. (Date) (Time)

State date and time theft discovered (Date) (Time)

Has your vehicle been recovered? Yes/No

If yes, where from?

Was vehicle garaged prior to the theft? Yes/No

If yes, was the garage locked? Yes/No

Were all doors and windows in the vehicle secured? Yes/No

Were the ignition keys stolen with the vehicle? Yes/No

Were any anti-theft devices fitted and used at the time of theft? Yes/No

If yes, provide details

State full address of Police Station where theft reported

State the police report number

State the address and Court Number to which the case has been referred:

*(The provision of these details will greatly assist in the prompt return of your vehicle in the event of recovery)*

### **Documents Required**

**Please supply with this form items 1 and 2 in all cases, items 3 to 9 should also be supplied where vehicle not recovered or if damaged beyond economic repair. If the documents are not available you should obtain duplicates. If you are unable to do so please explain why and provide the additional information requested. The provision of these details will assist in the valuation of your vehicle and early settlement.**

1. Copy of your driving licence and driving licence of the person last in charge of vehicle.
2. Notification of Loss Report Form issued by Police.
3. Registration document V5 (UK Reg only)
4. MOT certificate (OR ITV 'or Spanish Reg Vehicles) (where applicable) -If unavailable. Indicate date of test and address of testing garage and obtain duplicate copy.

Date  
Address

5. Vehicle keys with spare set .

If no spare set available please advise why and when lost in your possession.

6. Purchase receipt for vehicle –

If unviable, indicate date vehicle purchased, amount paid and name and address of person from whom you purchased the vehicle.

7. Vehicle service records or documents.
8. Recent photographs of the vehicle in its pre-accident condition if available.
9. Hire purchased or Leasing Agreement.

In respect of Spanish Registered vehicles we also require:

10. Permiso de circulación
11. Ficha Técnica
12. Solicitud de baja (Temporal)
13. Solicitud de Cuestiones Varias
14. Solicitud de Transmisión

**Please note that items 13 & 14 should ONLY be signed and NOT fully completed.**

Please also supply any other information or documents which you feel will assist in the valuation of your vehicle.  
NOTIFY US IMMEDIATELY IF THE VEHICLE IS RECOVERED. BEFORE OR AFTER SETTLEMENT

### **Circumstances of theft**

State fully what happened

### **Declaration**

I/We declare all these particulars to be true and understand that you may seek information from other insurers to check the answers I/We have provided.

Signature (s)

Date