

Motor Vehicle Theft Report Form

THE CLAIMANT

Name of the insured			
Address			
Occupation			
Policy Number		Telephone Nos.	
Agency			

PARTICULARS OF DRIVER

Driver's name at the time of occurrence			
Address of driver			
Driver's date of birth			
Is driver <i>(tick as appropriate)</i>	(a) Owner? <input type="checkbox"/>	(b) Owner's Employee? <input type="checkbox"/>	(c) Owner's relative or friend? <input type="checkbox"/>

If it was not yourself driving, did you authorise the journey?	
If employee was driving how long have you employed him/her?	
If friend or relative was driving, does he/she own a vehicle? If so name the insurers.	
Does the driver have a full driving licence? If so, state	
(a) The Licence Number <i>(photocopy of licence must be attached)</i>	
(b) Date of Issue	
(c) When and where was the driver first licensed to drive?	

Has the driver ever been involved in an accident before? If so give brief details and dates.

Has the driver ever been convicted of a driving offence? If so give brief details including dates.

PARTICULARS OF INSURED VEHICLE

Reg. Number	Make & Model	Body Type (e.g. Saloon)	Engine Number	Chassis Number.	Year of Make	For what purpose was the vehicle being used?

State the condition of the vehicle on the scale (good/average/fair)	
Body Work	
Paint Work	
Interior	

From whom was the vehicle purchased?	
Give the date of purchase and purchase price .	
If there is a hire purchase or other agreement, explain to whom and how much is outstanding?	

If the vehicle is still missing, attach Registration Document, Car Keys, Service History and Purchase Receipt. Any available photographs of the vehicle should also be attached.

THE THEFT

When and where was the vehicle last seen by	a) You	
	b) Driver	
Were the windows shut and doors locked?		
Was the ignition key removed?		
Were anti-theft devices in working condition and active?		

State fully what happened. (you may attach a separate report)

If the vehicle has been recovered state

- (a) Date found.
- (b) Where found?
- (c) Who found it?

If the vehicle was found damaged, give details of the damage. (attach repairs estimates if available)

Where can the damaged vehicle be examined?

POLICE REPORTING

Which Police Station was the theft reported to?	
Give the date and time the reporting was done.	
Give the name and number of Police Officer.	
Give the Crime Book report reference number.	
Has anyone been apprehended by Police? If so, give details.	

Do you have any suspects? If so, who and why?	
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Please attach Police Report.

INJURIES

Were any injuries sustained by the driver or passengers in your vehicle? If so, give details.

Are any of the injured passengers in your employ? If so give details.

WITNESSES

Give the names and addresses of your passengers if there were any in the vehicle.

Give the names and addresses of other witnesses present at the time of theft:

I/We declare that, to the best of my/our knowledge and belief, these statements are true.

Date:..... Signature of Insured.....

If the insured is a firm, this form must be signed by a Partner, Principal Officer or Director