

Motor Theft Report Form

Policy number

Important notes to be read before completing this form

1. Please fill in 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. Ibex does not admit liability by issuing this form.
6. If the insured vehicle has been damaged beyond economical repair, **WE WILL MOVE THE VEHICLE TO A PLACE OF FREE 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 the loss of all policy benefits and may lead to the institution of criminal proceedings.

Insurers pass information to the Claims and Underwriting Exchange Register, run by Insurance Database Services Ltd (IDS Ltd) and the Motor Insurance Anti-Fraud and Theft Register, run by the Association of British Insurers (ABI). The aim is to help us to check information provided and also to prevent fraudulent claims. Under the conditions of your policy, you must tell us about any incident (such as accident or theft) which may or may not give rise to a claim. We will pass information relating to this incident to the registers.

Details of policyholder

Name

Postal address

Home telephone number

Business telephone number

Occupation (including any part-time work)

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

[Empty text box for finance company details]

On what date did you purchase the vehicle?

Was it purchased new?

Yes

No

Mileage at date of fire/theft?

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

[Empty text box for general condition]

Was there any pre-theft damage or rust on body work?

Yes

No

If Yes, give details

[Empty text box for pre-theft damage details]

Were there any special features about the vehicle such as conversions and/or additional equipment?

Yes

No

If Yes, give details

[Empty text box for special features details]

Were there any distinguishing marks or features of the vehicle?

Yes

No

If Yes, give details

[Empty text box for distinguishing marks details]

Use of insured vehicle

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

[Empty text box for other particulars]

Driver or last person in charge

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.

Details of person last in charge (if not policyholder)

Name

Postal address

Home telephone number

Business telephone number

Occupation

Is he/she employed by you?

Yes

No

Type of driving licence held

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

Details of incident

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 person last in charge of vehicle.
- 2. Notification of Loss Report Form issued by Police.
- 3. Registration document V5 (UK Reg only. If document stolen, you are required to obtain a duplicate document immediately)
- 4. MOT certificate (OR ITV for Spanish Reg Vehicles) (where applicable) - if unavailable, indicate date of test and address of testing garage and obtain duplicate copy.

5. Vehicle keys- How many keys did you purchase your vehicle with and how many keys are currently in your possession?

6. Purchase receipt for vehicle - if unavailable, 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
- 15. Copy of NIE / Passport of registered keeper

Please note that items 13 & 14 should ONLY 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.

Policyholder's Signature

Date