

# Motor Theft Claim Form

This form should be completed as fully as possible in BLOCK CAPITALS and returned immediately to your Broker with supporting documents.

## Insurance Broker Details

Name & Address

Postcode

Tel no.

Contact name

Email

## Policyholder Details

Policy No.

Policyholder Name

Date of Birth

Occupation(s)

Address

Postcode

Tel no.

Mobile

## Vehicle / Trailer Details

Vehicle / Trailer Make

Model

Registration No. / Chassis No.

Year of manufacture

Value (£)

Mileage of the vehicle/  
Hours worked

Name of Registered Keeper displayed on the V5 Documents

Name of any finance or Leasing Co.

If claiming in respect of damage to a Trailer/Attachment please advise whether at the time of the incident the item was attached or detached and out of use.

Attached

Detached

If attached, please confirm the registration of the vehicle it was attached to.

Date vehicle was purchased

Most recent service date

Approximate age of tyres at the time of theft

Details of any factory fitted or after market enhancements

# Motor Theft Claim Form

## Details of Circumstances

Name of person in charge of vehicle at the time of theft    Address

Date UK driving test passed

Categories entitled to drive

Is this the usual residence for this vehicle?

Yes                      No

Tel no.

If 'NO' please provide the usual address

Mobile no.

Date of birth

Details of accidents in the last 3 years

Is this driver the main user of the vehicle?

Yes                      No

Details of all motoring convictions

Was vehicle being used with insured's permission?

Yes                      No

Was the driver an employee of the insured?

Yes                      No

What is the primary use for this vehicle?

## Theft Details

Date of theft

Time of theft

Exact location of theft

Is this the usual residence for this vehicle?

Yes                      No

If 'NO' please provide the usual address

Was the vehicle in a locked building?

Yes                      No

Was the vehicle locked?

Yes                      No

Was the vehicle fitted with an alarm/immobiliser?

Yes                      No

If 'Yes', was this activated at the time of theft?

Yes                      No

If an ATV, how was it secured?

When was the vehicle last seen and checked?

AM

PM

Where were the keys for the vehicle at the time of the theft?

# Motor Theft Claim Form

When were the police notified?

Crime Reference No.

Please give details of the police station and name of attending officer

**If your vehicle should be recovered once we have been notified of this theft, please advise us immediately. (If your vehicle has already been recovered, please complete questions on the following page.)**

## Recovered Vehicle Damage Details

Description of damage

Is the vehicle drivable?                      Yes                      No

Is a claim being made for the loss of any personal effects as a result of the theft?                      Yes                      No

Item description	Date of purchase	Purchase price
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**Please support these statements with an estimate for repair**

State the date the vehicle was recovered

By whom was the vehicle recovered?

Location of the vehicle now?

Is the vehicle incurring storage charges?                      Yes                      No

## Please Complete this Section if the Claim is for Audio Equipment Only

Was this fitted as standard to the vehicle?                      Yes                      No

Make	Model	Serial no.
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# Motor Theft Claim Form

## Value Added Tax (Legal/Professional Representation)

Are you VAT registered?	Yes	No
Can you recover 100% VAT for this claim?	Yes	No
If not, what percentage can you recover?		%

### Please read these notes carefully and complete the questions as appropriate

- It may be necessary, to protect your interests, for us to instruct solicitors or other professional people, on your behalf. Where we consider such services necessary we will pay the cost. The services provided attract Value Added Tax.
- These services are treated as being supplied to a policyholder and not to their insurers. If you are registered for V.A.T. purposes you will be able to recover V.A.T. or a proportion of it.
- If you tell us that you can recover V.A.T. we shall ask the solicitors or other professional person instructed, to send their tax invoice to you when their costs are due. The V.A.T. element should be paid by you and recovered from H.M. Customs and Excise in the usual way.
- We shall pay the balance of the account including any proportion of V.A.T. which you cannot recover.

If you are registered for V.A.T, please tick the box, indicating that you authorise us to instruct solicitors or other professional people, on your behalf (The V.A.T. content of the account is payable by you to the extent that you can recover the tax.)

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 an accident or theft) which may or may not give rise to a claim. We will pass information relating to this incident to the registers.

## DECLARATION

**I/We** understand that in handling this claim, BIBU (a trading name of Geo Underwriting Services Ltd) will act on behalf of the Insurer(s) and that **I/We** confirm our informed consent to the claim being handled on this basis. **I/We** understand that the making of a fraudulent claim by providing untrue information is a criminal offence likely to lead to prosecution. **I/We** confirm that the information given on this form is to the best of my knowledge and belief, true in every respect and that I have declared and not claimed amounts refunded to me or claimed from any other source.

**You must read the declaration before signing.**

Signed

Date

If you are not the insured person, please state your relationship to them