



**THEFT / FIRE CLAIM FORM**

<b>INSURED</b>						
Full name _____			Policy No _____			
Private address _____			Date of expiry of policy _____			
			Broker _____			
Business address _____			Email Address _____			
Profession or Business _____			Tick type of cover: Comp <input type="checkbox"/> TPFT <input type="checkbox"/> TP <input type="checkbox"/>			
Tel. No. (Private) _____		(Business) _____		Are you VAT registered? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>VEHICLE (show GT, E, S, etc.)</b>						
Make	Model	Type of body (Sports, saloon etc.)	Cubic Capacity	Date of first registration	Estimated present value	Registration No.
_____	_____	_____	_____	_____	_____	_____
Colour of body _____		Interior colour and condition of upholstery _____		Mileage at time of loss _____		
Marks or blemishes and other special features to help establish identity _____						
Name and address of person or company from whom purchased _____						
Date of purchase _____		Price paid _____		Is vehicle a left hand drive? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Is the vehicle usually kept in a locked garage? Yes <input type="checkbox"/> No <input type="checkbox"/>						
Has the vehicle been altered/modified in any way? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes give details _____						
Details of any recent major overhaul or repairs (supply invoices to support) _____						
Details of any damage prior to theft _____						
Date of expiry of Road Tax _____		How many vehicles do you own? _____		How many were in use at the time of theft? _____		
Is the vehicle your property? Yes <input type="checkbox"/> No <input type="checkbox"/>			If not, state Owner _____		Owner's insurance _____	
<b>HIRE PURCHASE/LEASE/BANK LOAN (please tick which applies)</b>						
Are there any Hire Purchase/Lease Agreements or Bank Loans outstanding on this vehicle? Yes <input type="checkbox"/> No <input type="checkbox"/>			If so, please specify and give full details. _____			
Company name _____			Approx. amount outstanding _____			
<b>PERSON IN CHARGE PRIOR TO THEFT/FIRE</b>						
Name and address _____						
						Tel No. _____
Occupation _____		Employers name _____		Date of birth _____		
Type of driving licence (Irish/Int'l) _____		Full or provisional _____		Date issued _____	Date passed test _____	
Give details of ALL previous accidents or thefts _____						
Is he/she in your employ? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, in what capacity and for how long? _____						
Was vehicle being used in connection with the occupation of Policyholder of driver? _____						
Was vehicle being driven with your permission? Yes <input type="checkbox"/> No <input type="checkbox"/>			Nature of goods carried (if any) _____			
If Insured's Relative or Friend was driving, does he/she own a car him/herself? Yes <input type="checkbox"/> No <input type="checkbox"/>						
With whom is he/she insured? _____			Policy No. _____			

**PARTICULARS OF THEFT/FIRE**

**STATE PRECISE USE OF VEHICLE PRIOR TO THEFT/FIRE**

(The word PRIVATE is not sufficient.) Journey from \_\_\_\_\_  
to \_\_\_\_\_  
Give exact location from where theft/fire occurred \_\_\_\_\_  
Date of vehicle theft/fire \_\_\_\_\_ Time left \_\_\_\_\_ am/pm Date theft/fire discovered \_\_\_\_\_ Time \_\_\_\_\_ am/pm  
Who discovered the theft/fire? \_\_\_\_\_ Was vehicle itself stolen? Yes  No   
Has the vehicle recently been offered for sale? Yes  No   
How many sets of keys are there? \_\_\_\_\_ Where were they at the time of the theft/fire? \_\_\_\_\_  
Was ignition key removed? Yes  No  Were all windows locked and in working order? Yes  No   
When was vehicle last used? \_\_\_\_\_ Were all vehicle doors locked? Yes  No   
Was any type of immobilising device fitted to the vehicle? Yes  No  If so, please give details \_\_\_\_\_

**GARDA DETAILS**

Date the Theft/Fire reported to the Garda \_\_\_\_\_ Time \_\_\_\_\_ am/pm Garda ref \_\_\_\_\_  
Name and address of Garda Station \_\_\_\_\_  
Has any person been apprehended for theft/fire? Yes  No  If YES are they to be prosecuted? Yes  No   
Address of Court \_\_\_\_\_ Date and time of hearing \_\_\_\_\_  
Was the vehicle in any type of incident following the theft? If so, give details of damage and/or personal injury \_\_\_\_\_

INSURERS MAINTAIN A MOTOR INSURANCE ANTI-FRAUD AND THEFT REGISTER AND EXCHANGE INFORMATION WITH EACH OTHER TO PREVENT FRAUDULENT CLAIMS.

**DESCRIPTION OF LOSS**

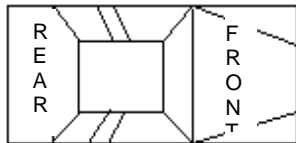
**PLEASE GIVE A SHORT DESCRIPTION OF CIRCUMSTANCES SURROUNDING THE LOSS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DAMAGE TO OWN VEHICLE (IF THE VEHICLE HAS BEEN FOUND DAMAGED)**

Full particulars of damage \_\_\_\_\_ approx. cost \_\_\_\_\_  
Name and address of Repairers \_\_\_\_\_ Repairer's telephone no \_\_\_\_\_  
Is the vehicle at present with the Repairer? \_\_\_\_\_ Repairer's detailed estimate should be forwarded without delay

Indicate Area(s) of impact with XXX



NOTE: If the vehicle is considered damaged beyond repair, our engineer may move it for free and safe storage

Date recovered \_\_\_\_\_ Time \_\_\_\_\_ am/pm Where found \_\_\_\_\_ By whom found \_\_\_\_\_  
How was entry made into the vehicle? \_\_\_\_\_

**I/WE UNDERSTAND THAT YOU MAY ASK FOR INFORMATION FROM OTHER INSURERS TO CHECK THE ANSWERS I/WE HAVE PROVIDED I CONFIRM THAT THE FOREGOING PARTICULARS AND STATEMENTS TO BE TRUE AND CONFIRM THAT UNDERWRITERS MAY SETTLE THIS CLAIM AS THEY DEEM NECESSARY**

Date \_\_\_\_\_ SIGNATURE OF INSURED OF AUTHORISED SIGNATORY \_\_\_\_\_

**IF VEHICLE HAS NOT BEEN RECOVERED THE FOLLOWING MUST BE SENT WITH THIS FORM – FAILURE TO DO SO MAY DELAY CONSIDERATION OF YOUR CLAIM.**

- |   |                           |   |   |
|---|---------------------------|---|---|
| 1 | Vehicle Registration Book | 5 | Last Servicing Receipt                                    |
| 2 | Certificate of Insurance  | 6 | Purchase Receipt for Vehicle and items missing            |
| 3 | NCT Certificate           | 7 | Any documents to establish value and condition of Vehicle |
| 4 | All keys for vehicle      | 8 | Driving Licence   |

**HAVE YOU ANSWERED ALL QUESTIONS FULLY?**

## DATA PROTECTION

WRIGHTWAY UNDERWRITING LIMITED ("WRIGHTWAY") WILL HOLD YOUR DETAILS IN ACCORDANCE WITH OUR DATA PROTECTION AND PRIVACY POLICY TOGETHER WITH ALL APPLICABLE DATA PROTECTION LAWS AND PRINCIPLES.

INFORMATION YOU SUPPLY MAY BE USED BY US AND OUR PARTNERS (BOTH INSIDE AND OUTSIDE THE EUROPEAN ECONOMIC AREA) FOR THE PURPOSES OF ADMINISTERING YOUR POLICY (INCLUDING UNDERWRITING, PROCESSING, CLAIMS HANDLING AND FRAUD PREVENTION).

WE MAY SHARE WITH OUR AGENTS AND SERVICE PROVIDERS, OTHER INSURERS AND THEIR AGENTS, AND WITH ANY INTERMEDIARY ACTING FOR YOU, AND WITH RECOGNISED TRADE, GOVERNING AND REGULATORY BODIES (OF WHICH WE ARE A MEMBER OR BY WHICH WE ARE GOVERNED) INFORMATION WE HOLD ABOUT YOU AND YOUR CLAIMS HISTORY. THIS INCLUDES THE INSURANCE-LINK DATABASE AND INSURANCE IRELAND'S ANTI-FRAUD CLAIMS MATCHING DATABASE. WE MAY ALSO IN CERTAIN CIRCUMSTANCES USE PRIVATE INVESTIGATORS TO INVESTIGATE A CLAIM. IN ORDER TO PREVENT AND DETECT FRAUD AND THE NON-DISCLOSURE OF RELEVANT INFORMATION WRIGHTWAY (WUL) MAY AT ANY TIME:

- SHARE INFORMATION ABOUT YOU WITH OUR INSURER PARTNERS INCLUDING COMPANIES WITHIN THE ZURICH INSURANCE GROUP, OTHER ORGANISATIONS OUTSIDE OUR INSURER PARTNERS INCLUDING WHERE APPLICABLE PRIVATE INVESTIGATORS AND PUBLIC BODIES INCLUDING AN GARDA SÍOCHÁNA
- CHECK AND / OR FILE YOUR DETAILS WITH FRAUD PREVENTION AGENCIES AND DATABASES, AND IF YOU GIVE US FALSE OR INACCURATE INFORMATION AND WE SUSPECT FRAUD, WE WILL RECORD THIS.
- THE FOLLOWING ARE A SAMPLE OF SUCH DATABASES USED: THE INSURANCE LINK ANTI-FRAUD REGISTER (FOR MORE INFO SEE [WWW.INSLINK.IE](http://WWW.INSLINK.IE)); THE INTEGRATED INFORMATION DATA SYSTEM ('IIDS') TO VERIFY INFORMATION INCLUDING PENALTY POINTS AND NCD; MIAFTR (MOTOR INSURANCE ANTI-FRAUD AND THEFT REGISTER) OPERATED BY THE ASSOCIATION OF BRITISH INSURERS IN THE UK TO LOGS ALL INSURANCE CLAIMS RELATING TO WRITTEN-OFF AND STOLEN VEHICLES IN THE UK; THE NATIONAL VEHICLE FILE MAINTAINED AND SUPPORTED BY THE DEPARTMENT OF TRANSPORT, TOURISM AND SPORT, CONTAINING DETAILS OF ALL REGISTERED VEHICLES IN THE REPUBLIC OF IRELAND; COMPANIES REGISTRATION OFFICE

THE DATABASES USED ARE NOT LIMITED TO THOSE LISTED ABOVE AND ARE SUBJECT TO CHANGE AT ANY TIME.

WUL MAY ALSO USE YOUR PERSONAL DATA, THE PERSONAL DATA OF YOUR NAMED DRIVERS OR MEMBERS OF YOUR HOUSEHOLD, INFORMATION ABOUT YOUR VEHICLE OR PROPERTY TO SEARCH THESE AGENCIES, DATABASES AND OTHER PUBLICALLY AVAILABLE INFORMATION TO:

- HELP MAKE DECISIONS ABOUT THE PROVISION AND ADMINISTRATION OF INSURANCE, CREDIT AND RELATED SERVICES FOR YOU
- TRACE DEBTORS OR BENEFICIARIES, RECOVER DEBT, PREVENT FRAUD AND TO MANAGE YOUR INSURANCE POLICIES WITH WUL

WE MAY ALSO NEED TO COLLECT SENSITIVE PERSONAL DATA (FOR EXAMPLE, INFORMATION RELATING TO YOUR PHYSICAL OR MENTAL HEALTH OR THE COMMISSION OR ALLEGED COMMISSION OF AN OFFENCE) TO ASSESS THE TERMS OF INSURANCE WE ISSUE/ARRANGE OR TO ADMINISTER CLAIMS WHICH ARISE.

UNLESS YOU HAVE ADVISED US OTHERWISE, WE MAY SHARE INFORMATION THAT YOU PROVIDE TO COMPANIES THAT WE ESTABLISH COMMERCIAL LINKS WITH SO WE AND THEY MAY CONTACT YOU (BY EMAIL, SMS, TELEPHONE OR OTHER APPROPRIATE MEANS) IN ORDER TO TELL YOU ABOUT CAREFULLY SELECTED PRODUCTS, SERVICES OR OFFERS THAT WE BELIEVE WILL BE OF INTEREST TO YOU.

PLEASE TICK HERE IF YOU DO NOT WISH YOUR INFORMATION TO BE UTILISED FOR THESE PURPOSES

YOU HAVE A RIGHT OF ACCESS TO AND A RIGHT TO RECTIFY DATA CONCERNING YOU UNDER THE DATA PROTECTION ACTS 1988 AND 2003. SHOULD YOU WISH TO EXERCISE THIS RIGHT, PLEASE WRITE TO THE DATA PROTECTION OFFICER, WRIGHTWAY UNDERWRITING LIMITED, LIMEKILN HOUSE, DRINAGH, WEXFORD. TO ACCESS YOUR DATA, A FEE OF €6.35 IS CHARGEABLE UNDER THE TERMS OF THE DATA PROTECTION ACTS AND CHEQUE SHOULD BE MADE PAYABLE TO WRIGHTWAY UNDERWRITING LIMITED.

BY PROVIDING US WITH YOUR INFORMATION AND PROCEEDING WITH THIS CONTRACT, YOU CONSENT TO ALL OF YOUR INFORMATION BEING USED, PROCESSED, DISCLOSED, TRANSFERRED AND RETAINED FOR THE PURPOSES OF INSURANCE ADMINISTRATION (INCLUDING UNDERWRITING, PROCESSING, CLAIMS HANDLING AND FRAUD PREVENTION).

PLEASE NOTE THAT A COPY OF OUR FULL DATA PROTECTION AND PRIVACY POLICY CAN BE VIEWED ON OUR WEBSITE [WWW.WRIGHTWAY.IE](http://WWW.WRIGHTWAY.IE) OR REQUESTED BY WRITING TO OUR DATA PROTECTION OFFICER AT WRIGHTWAY UNDERWRITING LIMITED, LIMEKILN HOUSE, WEXFORD.

## STEP BY STEP GUIDE TO MAKING A MOTOR CLAIM

- If you have been involved in a motor accident and want to make a claim, you should contact your insurance advisor immediately who will take all the details from you, provide you with a claim form, which should be completed and returned to them as soon as possible
- Once cover has been confirmed, you will need to get an estimate for repairs.
- If your car is already in a garage/storage area it is important to ask if you are being charged to hold it there as these costs are not covered under your policy. If the vehicle is a write off, Wrightway Underwriting Ltd can arrange to have it moved free of charge. We may need to have a motor assessor inspect your damaged vehicle
- You can appoint your own motor assessor to inspect your damaged vehicle and help with the preparation of your claim, however the cost will be at your own expense.
- We will notify you of the agreed repair costs and your vehicle repairs can begin.
- When repairs are complete you will need to send us the repair bill, we will then issue a settlement cheque less your policy excess (refer to your policy schedule) and VAT if you are registered for same.
- You must pay the relevant Excess direct to the repairer when you collect the Insured Vehicle
- If you are registered for VAT you must pay the VAT direct to the repairer when you collect the Insured Vehicle.
- In the case your car is written off or beyond economical repair, our motor assessor will put a value on the vehicle based on its condition before the accident (pre-accident value). This value will be offered to you in settlement less your policy excess (refer to your policy schedule), salvage and VAT if you are registered for same.
- We will require the original vehicle registration certificate, claim form, and copy of your licence before we can issue your settlement cheque.
- We will offer to dispose of the salvage of your vehicle if you do not wish to retain same.
- Where your vehicle is stolen and not found, we will send a motor theft claim form for completion and will settle your claim based on the pre-theft value which our motor assessor will place on your vehicle. Again we will require the original VRC, claim form and front and back of your driver licence before we can issue your cheque. In the case of theft, 28 days must pass from the date of theft before settlement can issue.

Terms and conditions may be applied to your policy and these will be fully explained by your insurance advisor.

Your no claims bonus may be affected as a result of making a claim on your policy.

Please note that we will retain a record of this claim and may share certain information with other insurers and interested parties, where necessary and appropriate. However, all data is retained and used in accordance with Irish Data Protection Law.