

Our ref:
Your ref:

PRIVATE & CONFIDENTIAL

Investigations Unit
PO Box 12345
MELBOURNE VIC 3001

Dear

RE: Stolen Vehicle Claim

Investigator:

Claim Number:

Insured:

Insured Vehicle: ()

Date of Theft:

Date of Recovery:

We thank you for your instructions in relation to this matter and our report is as follows:-

Circumstances of Claim:

The Insured alleges that on

Timeline

<u>Date</u>	<u>Time</u>	<u>Occurrence</u>

Insured Details:

Name:

Address:

Telephone: Mobile:

On..... (Date), we interviewed the Insured (Name), and (he/she) signed a copy of such interview, which is enclosed.

At the time of our interview the Insured provided (List Documents)

Co-Insured:

Name:

Address:

RE: SURNAME

CLAIM NO:

Telephone: Mobile:

On, we interviewed the Co-Insured, and attached a signed a copy of such interview, which is enclosed.

At the time of our interview the Co-Insured provided a copy of (List Documents)

Nominated Driver:

Name:

Address:

Telephone: Mobile:

On, we interviewed the Nominated Driver, and (He/she) signed a copy of such interview, which is enclosed.

At the time of our interview the Nominated Driver provided a copy of (List Documents)

Insured Vehicle:

Description: Make:
 Model:
 Year:
 Colour:
 Registration Number:
 Expiry Date:

A copy of the Certificate of Registration is enclosed.

A copy of the purchase documentation that relates to the Insured vehicle is enclosed.

Finance Details: *The Insured vehicle is financed by..... and we have made application for details of the loan history including the current payout figure.*

Anti-Theft Devices: Engine Immobiliser:
 Alarm System:
 Club Steering Lock:

Keys: *The Insured stated that at the time of purchase, was given:-*

*Number of Keys:
Number of Remotes:*

The Insured stated that had:-

Duplicate Keys Cut:

RE: SURNAME

CLAIM NO: _____

At the time of our interview, the Insured surrendered. We will retain these on our file.

Witnesses Interviewed:

On (Date), we interviewed (Name) and (He/she) signed a copy of such interview, which is enclosed.

Inquiries Conducted:

On, we conducted inquiries with (name) of (Address) who advised that

Confirmation of Insured's Employment:

On, we conducted inquiries with (name) of (Address), who advised that

Inquiries with Service Agents:

On, we conducted inquiries with (name) of (Address), who advised that

Telephone Records:

Provide details of any phone records that may have been obtained from the insured

Inspection of Vehicle:

On, we inspected the Insured vehicle at (Location) and (Summary of condition/observations)

Photograph Depicts a view of

Photograph Depicts a view of

Inspection of the Scene of the Theft:

On, we inspected the scene of the theft at

Photograph Depicts a view of

Photograph Depicts a view of

Inspection of Recovery Scene:

On, we inspected the scene of the accident at

RE: SURNAME

CLAIM NO:

Photograph Depicts a view of

Photograph Depicts a view of

Fire Brigade Inquiries:

On, we conducted inquiries with (Name) of (Address) who advised

Police Inquiries:

On, we conducted inquiries with (Name) of (Address) who advised

Points to Consider:

As a result of our inquiries to date, we bring to your attention the following:-

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Matters for Further Investigation

Our inquiries in relation to this matter to date reveal the following,

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Outstanding Documents/Inquiries:

Outstanding to date is

RE: SURNAME

CLAIM NO:

Comments:

We hope that this information is of assistance and should you wish us to conduct any further inquiries, please advise.

Yours faithfully

XYZ INVESTIGATIONS

LIST OF ATTACHMENTS