VICTORIA POLICE

SUBROGATION NOTICE

(INSTRUCTIONS OVERLEAF)

1. Insurance Company ……..
2. Contact ……
3. Address ……
   ……

Date ……/……/……..

4 Claim No ……

5 Your Ref ……..

6 Phone ……..

7 LEDR/Incident No …….

8. COMPLAINANT'S NAME (OWNER OF PROPERTY)

Surname in block letters	Given Names in Full	Date of Birth
		/ /

9. Address ……

10. Date of Offence …… Place of Offence ……
    ……

11. Reported By – (Surname in block letters) Given Names in Full

12. TYPE OF OFFENCE TICK ONE TICK ONE

House Burglary	☐	Theft from Motor Vehicle	
Shop/Office/Factory Burglary	☐	Reg. No. ……..	☐
Theft	☐	Criminal Damage	☐
Theft of Motor Vehicle		Lost Property	☐
Reg. No. ……..	☐	Other, (Specify) ……..	☐

13. Reported to which Police Station

14 Date Reported

/ /

Short Description of Stolen Property

……

……

15 This property is now owned by the ……by virtue of that Company having settled my/our claim in respect to such property under Policy No……

16 Insured ……

Not withstanding the fact that I/we are now not the owners of such property I/we nevertheless undertake and agree to attend when so requested by your Department for the purpose of identifying any property by the policy which they have reason to believe is the property or part thereof so stolen/lost from me/us.

17. SIGNATURE ……..

SURNAME ……

GIVEN NAMES ……..

ADDRESS ……

……

WITNESS ……

SURNAME ……

GIVEN NAMES ……

ADDRESS: ……

……

As at 01/07/2012

INSTRUCTIONS AND CLARIFICATION OF TERMS USED FOR COMPLETING A SUBROGATION NOTICE.

1. – 6. Name and Address details of Insurance Company requesting that police records be updated. Contact name and phone number, in case it is necessary to clarify details on the subrogation notice. The Claim No. will be recorded on police records. Fee $14.00.

7. – 8. Name, address details and date of birth of the person/persons/business that owns the property that was stolen/lost/damaged.

9. Date the offence occurred and the address where the offence occurred, if different from the complainant's address.

10. Surname and given names (in full) of the person who reported the offence to police, if different from the complainant's details.

11. Indicate by ticking the relevant box what type of offence was reported. In the case of theft of a motor vehicle, please provide the vehicle registration number.

12. The name of the police station where this offence was reported.

13. The date the offence was reported to police.

14. The name of the Insurance Company that now owns the property, by virtue of having settled the claim.

15. The name of the person who is insured with the stated insurance company.

16. Signature, name and address of the insured person. Signature, name and address of a witness.

17. Please forward ORIGINAL Application form to:

Insurance Section,
Public Enquiry Service
Victoria Police Centre
GPO Box 913
Melbourne VIC 3001