

Ministry				
Report Date				
Date Incident Occurred				
Place Incident Occurred				
Nature of Irregularity				
Estimated Amount of Loss				
Brief Report on circumstances (clear understanding of what happened including the cause of the loss or irregularity)				
			YES	NO
If the incident involves a government vehicle was it authorised and official use?				
Is any other party claiming compensation for damage caused?				
If another party is responsible for the damage caused have we claimed compensation?				
Officers Involved				
Name	Designation	Role		
Other Parties Involved				
Name	Role	Contact Details		
Insurance			YES	NO
Is this incident covered by insurance ?				
Has an insurance claim been lodged?				
Has the insurance company confirmed they will pay?				
Insurance Company				
Excess to be paid				
If the incident is not covered by insurance please explain why				

Attachment	YES	NO
Signed and dated statements for the officers involved		
Signed statements from any other parties		
Copy of driver's license (motor vehicle only)		
Copy of authorisation of motor vehicle use (motor vehicle only)		
Photos of any damage		
Police reports and statements to police		
Insurance claim		
Insurance policy		
Correspondence with insurance company		
3 quotes for repaid or original invoice for cost of item		
Compensation claims from third parties (if any)		
Signed payroll deduction form (if any)		
Ministry Recommendation		
Detail the appropriate action to be taken such as who should pay and any disciplinary action		

Prepared and Completed By:

Signed: _____ Designation: _____ Date: ____ / ____ / ____

Authorised by Chief Executive Officer: _____

IMPORTANT: this report must be completed and forwarded **IMMEDIATELY** to CEO MOF for any Irregularity involving public monies or stores is discovered, even though no actual loss may have occurred. It must be furnished in all cases of vehicles accidents.
