

Lay up policy request
Please complete all sections on this form.



Personal details

Full name & title (Mr/Mrs/Miss/Ms)

Postal Address:

Policy number: Client reference:

Request to lay up your policy

Dear Customer

Please complete the following steps to enable us to proceed with the laying up of your policy.

- 1) Please complete, sign and return the section below and return to our cavan office.
- 2) Return your original current Certificate of Insurance and Insurance Disc. If you have lost this document please complete the enclosed Lost Certificate Declaration form. We are unable to proceed with your request until such time as we are in receipt of the above document.

Should you have any queries in relation to your policy, please call our private motor department or email us at **info@libertyinsurance.ie** please quote the above policy number on all correspondence. Once again thank you for choosing liberty insurance, we look forward to being of continued service to you.

Terms and conditions

- 1) Any refund due as a result of this policy amendment will be calculated at the end of the laid-up period and is subject to no claims having arisen, or no claims currently being dealt with.
- 2) Direct debit instalments will continue to be collected and may then be refunded at the end of the laid-up period.
- 3) We do not charge or refund any amount which is less than €30.
- 4) If the laid-up period reaches your policy renewal date, full cover on the vehicle will automatically resume on this date.
- 5) The policy cannot be laid-up until I return my Certificate of Insurance and Insurance Disc or a completed and signed Lost Certificate Declaration form.

I have read the terms above and agree to them. I instruct Liberty Insurance to lay-up my policy effective from:..... AM/PM on/...../.....

The reason for the lay-up is:

Policyholders signature: Date:/...../.....

Lost Certificate and Disc declaration
Please complete all sections on this form.



Policy number: Date:/...../.....

How to complete this form:

- fill in section one if your **Certificate of Insurance** has been lost or destroyed
- fill in section two if your **Insurance Disc** has been lost or destroyed
- fill in section one and two if **both your Certificate of Insurance and Disc** have been lost or destroyed

Section 1: Lost or destroyed Certificate of Insurance (ROAD TRAFFIC ACT 1961)

To Liberty Insurance

In pursuance of Article 7 if the road traffic (compulsory insurance) regulations 1963

I being the person to whom the Certificate of Insurance described below was issued, hereby apply to you for a new Certificate of Insurance and I declare that the said certificate has been lost or destroyed under the following circumstances;
(insert a short statement of the circumstances and date on which the certificate is alleged to have been lost or destroyed)

Signed: Date:/...../.....

Postal Address:

Number of certificate: Registration Number:

Section 2: Lost or destroyed Insurance Disc (ROAD TRAFFIC ACT 1961)

To Liberty Insurance

In pursuance of Article 7 if the road traffic (compulsory insurance) regulations 1963.

I being the person to whom the Insurance Disc described below was issued, hereby apply to you for a new Insurance Disc and I declare that the said disc has been lost or destroyed under the following circumstances;
(insert a short statement of the circumstances and date on which the certificate is alleged to have been lost or destroyed)

Signed: Date:/...../.....

Postal Address:

Registration Number: