

## CARGO CLAIM FORM

To enable claims to be dealt with promptly, the Insured or their Agents are advised to submit all available supporting documents without delay when applicable, such as:

### CLAIMS DOCUMENTATION

- i. Original policy or certificate of insurance or marine declaration as applicable.
- ii. Original or copy of shipping invoices and/or suppliers invoices.
- iii. Original Bill of Lading or Air waybill or Consignment Note and/or other contracts of carriage.
- iv. Bill of Entry.
- v. Claim against third parties and their response.
- vi. Packing list (when applicable).
- vii. Insured's formal priced claim on official company letterhead.

### BROKER DETAILS

BROKER \_\_\_\_\_ Contact Name \_\_\_\_\_

Telephone No \_\_\_\_\_ Email address \_\_\_\_\_

Brokers Reference \_\_\_\_\_ Policy Number \_\_\_\_\_

### DETAILS OF INSURED

Name of Insured \_\_\_\_\_

Physical Address  
\_\_\_\_\_  
\_\_\_\_\_

Contact Name \_\_\_\_\_ Telephone No \_\_\_\_\_

**PARTICULARS OF CLAIM**

Date of loss / damage \_\_\_\_\_ Basis of Valuation \_\_\_\_\_

Name of vessel / airline / transporter \_\_\_\_\_ Voyage/Flight number \_\_\_\_\_

Port or place of shipment \_\_\_\_\_ Port or place of discharge \_\_\_\_\_

Commodity \_\_\_\_\_

Type of packing \_\_\_\_\_

What is the cause of loss \_\_\_\_\_

Where did loss occur \_\_\_\_\_

If goods are damaged, please provide address where the goods can be inspected

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

Extent of loss \_\_\_\_\_

Estimate VALUE of loss \_\_\_\_\_

**IMPORTANT PROCEDURE IN THE EVENT OF LOSS OR DAMAGE**

It is the duty of the Insured and their Agents, in the event of loss or damage for which underwriters may be liable, to take such measures as may be reasonable for the purpose of averting or minimising a loss and to ensure that all rights against Carriers, Bailees or other third parties are properly preserved and exercised, in particular, the Insured or their Agents are required:

- a) To claim immediately on the Carriers, Port Authorities or other Bailees for any missing packages.
- b) In no circumstances, except under written protest, to give clean receipts where goods are in doubtful condition.
- c) When delivery is made by container, to ensure that the Container and its seals are examined immediately by their responsible official.  
If the Container is delivered damaged or with seals broken or missing or with seals other than as stated in the shipping documents, to clause the delivery receipt accordingly and retain all defective or irregular seals for subsequent identification.
- d) To apply immediately for survey by Carriers' or other Bailees' Representatives if any loss or damage be apparent and claim on the Carriers or other Bailees for any actual loss or damage found at such survey.
- e) To give notice in writing to the Carriers or other Bailees within 3 days of delivery if the loss or damage was not apparent at the time of taking delivery.

**DECLARATION**

I hereby solemnly declare that the information above and on the face hereof is a true and faithful account of the event/damages sustained and that to my knowledge nothing has been concealed which may be relevant to consideration of this claim.

Declared At \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Insured / Agent \_\_\_\_\_