



CLAIM FORM- MARINE DEPARTMENT

DETAILS

1. Policy No. & Date :
2. Cert of Insurance/Declaration please enclose
No. & date originals :
3. Name & Address of Claimant :
4. Please tick (✓) to specify nature of claimant
Whether consignor consignee Insured
5. Subject matter insured
(including gross weight & No. of packages) :
6. Sum Insured :
7. Transit/Voyage :
8. Consent. Note (Name of Transport Carrier)
Rly Receipt Airway Bill (Name of Air
Carrier)/ Postern Receipt/Bill of Lading
(Name of Vessel) No. and Date :
(Please strike out whichever is not applicable)
(Please enclose original Contract of Carriage)
9. Date of arrival of Insured consignment at
Destination (In case of shipment by Vessel,
Please mention General Landing Date & Date(s)
On which goods went out of Custom's Charge.
Please state separately) :
10. Extant condition of Packages/Goods on arrival
11. Date of Clearance of consignment (In case of
Overseas shipment, the date should be the date of
Clearance from Docks/Airport) The specific reason(s)
For delay in clearance, if any :
12. Whether examined delivery is taken from
Carriers? If not, reasons please :



13. Description Loss/Damage :
14. Place and Date of Loss :
15. Cause of Loss :
16. Estimate of Loss :
17. Has Claimant given proper Notice of Loss/Damage
And/or made monetary claim Carriers,
Customs, Bailees and /or other Third Parties :
(Please enclose copies of correspondence
Exchanged) If not, please state reasons thereof :
18. Estimate of Salvage available and confirmation
That the salvage is being carefully preserved :
19. REMARKS, if any :

Date:

Signature & Office Stamp of Claimant

NOTE: 1. The issue of this Claim Form does imply an admission of liability on the part of the Insurers.

2. Attention is drawn to the IMPORTANT NOTICE overleaf which forms an integral part of the Insurance Contract Claimants are urged to study this carefully and to comply with the requirements in their own interest.

3. If the space is not sufficient for the reply to any question, please give details on a slip to be attached to the Claim Form.



IMPORTANT

Procedure in the event of loss or damage for which the Company may be liable

For Inland Dispatches

It is the duty of the Assured in all cases to take such measures as may be reasonable for the purpose of averting or minimizing a loss and to ensure that all rights against Carriers, Bailees, or other Third parties are properly preserved and exercised.

In particular the Assured or their Agents/Consignees must-

1. Under no circumstances give a clean receipt to the Carriers in respect of packages which are offered to them for delivery in a doubtful condition, except under written protest;
2. Take examined delivery from the Carriers of any packages which are outwardly damaged or appear to have been tampered with, obtain a Certificate of Damage and/or Shortage from the Carriers; if the Carriers should refuse to grant examined delivery, suitable remarks as to the condition of the packages and the contents thereof should be made in the Railway Station Delivery Book or on the negotiable copy of the Consignment Note in the case of despatches by Road/Aircraft;
3. Take weight /examined delivery of any packages which are in an outwardly sound condition, but deficient in weight, and obtain a Certificate of Shortage from Carriers, if the deficiency in weight is proved;
4. Issue notices of claim against the Carriers by Registered Post A/D, as indicated overleaf.

The Company's liability shall succeed and not in any way supersede that of Carriers, Bailees, or other Third Parties concerned.

DOCUMENTATION OF CLAIMS

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

1. Original Policy or Certificate of insurance;
2. Originals or copies of the Supply Invoice and packing/Weight specifications;
3. The negotiable or other copy of the Carrier's Receipt and/or the original of the Carrier's

Certificate of Non-delivery or Certificate of the Damage and/or Shortage;

4. Survey Report or any other documentary evidence of loss or damage;
5. Copies of Notices of Claim against the Carriers and other Third Parties together with the relative Postal Registration Receipts and received A/D Cards and copies of all subsequent correspondence exchanged with them;
6. Claim Bill.

For Cargo Shipments

Liability of Carriers, Bailees, or other Third parties
It is the duty of the Assured and their Agents, in all cases, to take such measures as may be reasonable for the purpose of averting or minimizing a loss and to ensure that all rights against Carriers, Bailees or other third parties are properly preserved and exercised. In particular the Assured or their Agents are required:-

1. To claim immediately on the Carriers, Port Authorities, or other Bailees for any missing packages.
2. To apply immediately for survey by Carriers or other Bailees Representative 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.
3. 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 a stated in the shipping documents to clause the delivery receipt accordingly and retain all defective or irregular seals for subsequent identification.
4. In no circumstances except under written protest, to give clean receipts where goods are in doubtful condition.
5. To give notice in writing to the Carriers or Bailees within 3 days of delivery if the loss or



damage was not apparent at the time of taking delivery.

Note:- The Consignee or their Agents are recommended to make themselves familiar with the Regulations of the Port Authorities at the Port of discharge.

DOCUMENTATION OF CLAIMS

To enable claims to be dealt with promptly the Assured or their Agents are advised to submit all available supporting documents without delay, including when applicable.

1. Original Policy or certificate of Insurance.
2. Original or copy of Shipping Specification and/or Weight Notes.
3. Original Bill of Lading and/or another contract of carriage.
4. Survey Report or other documentary evidence to show the extent of the loss or damage.
5. Landing Account and Weight Notes, Remarks Lists at the final destination.
6. Correspondence exchanged with the Carriers and other parties regarding their liability for the loss or damage.