



# Notification of claim



## Cargo

### 1 Customer details

Policyholder	
Policy no./Customer no./Reporting list no.	Date of loss
Claimant	
Address	
Postal code and town/city	
Location of loss	Fax no.
Telephone number	Telephone, work
Postal giro/Bank giro/Bank account no.	
E-mail	

### 2 Instructions in the event of loss

#### 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 minimising 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' 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.
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 as 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 other Bailees within 3 days of delivery if the loss or damage was not apparent at the time of taking delivery.

#### Note

The Consignees or their Agents are recommended to make themselves familiar with the Regulations of the Port Authorities at the port of discharge.





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