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NAUTICAL
A DIVISION OF NNAC

New National Assurance Company Limited
FSP number: 2603

CARGO CLAIM FORM
CLAIMS DOCUMENTATION

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

Imports/Exports

- Original Negotiable Bill of Lading (Sea) and/or Airway bill (Air) and or Consignment Note (Road)
- Supplier's Invoice and Packing list
- Bill of Entry (Imports)
- F178/DA550 (Exports)
- Landing Delivery & Forwarding Order
- Discharge Tallies (Bulk/Break-bulk)
- Freight Account
- T896 and /or T674 (where applicable)
- Damage Ullage or Broached Packed Report (LCL Loads)
- SACD Cargo Release Order (Container Freight)
- Pro-Forma Claim against all carriers and their response
- Endorsed delivery Note/Container Terminal Order
- Copy of Insurance Declaration (where applicable)
- Original Insurance Certificate (where applicable)
- Detailed Priced claim with supporting documentation
- Valued Inventory (HG + PE)
- Further documents/information as might be required by surveyor/Underwriter.

Inland Transit/Rail

- Supplier's Invoice or Inter-branch Transfer Value
- Packing List
- Endorsed Delivery Note (POD)
- Pro-Forma Claims against Third Parties
- Response from Third Parties
- Copy of any Contract entered into with Carrier.
- Copy of Insurance Declaration/Trip Report (where applicable)
- Original Negotiable Bill of Lading (Sea) and/or Airway bill (Air) or Consignment Note (Road)
- Supplier's Invoice and Packing List
- Bill of Entry (Imports)
- F178/DA550 (Exports)
- Landing Delivery & Forwarding Order

CONFIDENTIAL

CLAIMS NOTIFICATION

Warranted all claims/losses (other than hijacking) to be advised to Insurers within 30 (thirty) days of occurrence.
Hijacking claims/losses to be advised to Insurers and Reported to Authorities within 24 Hours of hijacking taking place.
Failure to notify Insurers within the above time period will result in such claim being forfeited by the Insured.
In the event of loss or damage hereunder immediate action must be taken and notice must be given to Insurers to take appropriate action and appoint a surveyor, if necessary.

Broker: _____ Contact Name: _____

Telephone No: _____ Email address: _____

Brokers Reference: _____

Policy Number: _____ Name of insured: _____

_____

Physical Address: _____

_____

Contact Name: _____ Telephone No: _____

Date of loss / damage: _____ 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.

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

CLAIMS NOTIFICATION DETAILS:

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