

MARINE CARGO

Claim Form

DETAILS OF BROKER

Broker name	
Contact	
Broker reference	
Telephone number	

DETAILS OF CLAIMANT

Company name	
Policy / certificate number	
Contact name	
Telephone number	
Fax number	
E-mail address	

Description of goods	
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Address where goods may be viewed	
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Terms of sale (circle one)	Ex Works	FOB	C&F	CFR	CIF	Other:
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Describe loss / damage	
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Amount claimed (attach valued claim)	
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Cause of loss	
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Describe packaging and its condition	
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DATES

Unloaded from vessel / aircraft	
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Received by consignee on	
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Damage / loss discovered on	
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Reported to insurer by		On date	
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TRANSIT DETAILS

From		To	
Name of vessel		Voyage number	
Shipping company		Container number	
Airline		Flight number	
Road carrier		Waybill number	
Rail carrier		Consignment note number	
Freight forwarder			

Customs / clearing agent

[Blank input field]

Container depot / devanning station

[Blank input field]

General

Was the damage / loss noted at the time of delivery?

Yes No

If no, why not?

[Blank input field]

If yes, was this noted on the delivery document? Yes No

Has the shipping company / carrier surveyed the damage? Yes No

Has a claim been lodged against the shipping company / carrier? Yes No

Transit Details

Original documents are required.

Please attach the following documents to this form:

- Original policy / certificate of insurance.
- Original bill of lading, consignment / freight notes, aire waybill.
- Supplier’s invoice for full shipment.
- Original or copy of shipping invoices, together with shipping specification and / or weight notes.

Packing lists, if applicable.

- Copy of delivery receipt and/or damaged/ullaged/pilfered package report.
- When goods are received, a delivery receipt is usually signed. If the goods are damaged or partially missing, the receipt given to the carrier should note that the goods are damaged or partially missing. If the exterior packing is damaged, then this could be noted on the delivery note.
- Goods noted to be discrepant at the time of unpacking from a container should have been inspected a damaged, ullaged or broached package report should be completed prior to collection by the consignee.

Copy of initial notice of claim lodged against carriers.

- This is a written notice of loss or damage to goods given to transport operators or freight forwarders.

Copies of all correspondence entered with carriers and other parties regarding their liability for loss or damage.

Itemised valued claim.

- A valued claim is a claim with an accurate value of loss or damage.

DECLARATION

I/we declare that the answers given above are true and correct and I/we have not withheld any information or details of previous claims or other material fact likely to affect acceptance of this claim.

I understand that I may be liable for output VAT in terms of the Value-Added Tax Act, 10 of 2000.

[Blank input fields for signature and date]

Signature of Claimant

Date

[Blank input fields for print name and position]

Print name

Position

Cape Town

T 021 914 0290
F 021 914 0293
E info@westnat.com

Gauteng

T 012 523 0900
F 012 523 0909
E info@westnat.com

Windhoek

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F +264 (0) 61 251 056
E info@westnat.com