

MARINE CLAIMS

Claim No.:

Policy No.:

Insured :

Conveyance :

Date of Loss :

DOCUMENTARY REQUIREMENTS RECEIVED

1. Notice of Claim
2. Receipted/stamped copy of each of the formal claims field against:

* Port authority /arrastre contractor
* Customs broker/forwarder
* Shipping company/agent

1. Original insurance policy
2. Bill of Lading with terms and conditions on reverse side
3. Commercial invoice
4. Packing list
5. Photographs of damaged item/shipment
6. Non-delivery/short-landed certificate
7. Bad order certificate
8. Turn-over inspection report
9. Survey report
10. Delivery receipts \_\_\_\_\_\_\_\_\_\_\_\_
11. Board Resolution or Secretary’s Certificate for the authorized signatory of the Company (waived for claims Php100,000 and below) \_\_\_\_\_\_\_\_\_\_\_\_