

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 _____

3. Original insurance policy _____

4. Bill of Lading with terms and conditions on reverse side _____

5. Commercial invoice _____

6. Packing list _____

7. Photographs of damaged item/shipment _____

8. Non-delivery/short-landed certificate _____

9. Bad order certificate _____

10. Turn-over inspection report _____

11. Survey report _____

12. Delivery receipts _____

13. Board Resolution or Secretary's Certificate for the authorized signatory of the
Company (waived for claims Php100,000 and below) _____