

## MARINE CARGO CLAIM FORM

### 1 Important Notice

- Please read this Claim Form fully prior to answering the questions.
- ALL questions must be answered as fully as possible. Please use additional sheets if necessary and copies of relevant documentation should be attached.
- If you have any questions in relation to completion of the Claim Form, please contact your insurance advisor or broker.
- Please send the completed Claim Form, as soon as possible, to your insurance advisor or broker.
- Submission of any claim to LIU should not be withheld awaiting the carrier's response to letter of demand.
- Please do not accept any offer of settlement or bank monies received without first contacting our claims department.
- The company does not admit liability by the issue of this form. It is issued to enable the insured to lodge a claim.
- You are reminded that under no circumstances should you admit any liability or make any offer of settlement.

### 2 Details of Insured

Name of Insured \_\_\_\_\_  
Address \_\_\_\_\_  
Policy No. \_\_\_\_\_ Email \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

### 3 Claim Details

Type of Packing      FCL       LCL       Bulk       Other   
Agent/Forwarder \_\_\_\_\_ Vessel/Carrier \_\_\_\_\_  
Bill of Lading No. \_\_\_\_\_  
Airway Bill No. \_\_\_\_\_ Consignee \_\_\_\_\_  
Voyage From \_\_\_\_\_ Voyage To \_\_\_\_\_  
Date of Departure \_\_\_\_\_ Date of Arrival \_\_\_\_\_  
Description of Cargo \_\_\_\_\_  
\_\_\_\_\_

Cause of Loss/Damage \_\_\_\_\_

Date of Loss \_\_\_\_\_

Where did loss occur \_\_\_\_\_

Have you requested Joint Survey with carrier? Yes  No

Have you requested Joint Survey with Customs Authority? Yes  No

Have you reported the loss to Police? Yes  No

If yes give date of notification Date \_\_\_\_\_

Have you given a Clean Receipt? Yes  No

Have you made a claim on the carrier? Yes  No

If yes give date of claim Date \_\_\_\_\_

### 3 Statement of Claim

Description of Lost/Damaged Property	Invoice Value
Total Amount Claimed	
Estimate Salvage Value	

### 4 Documents

For faster processing please ensure that you have attached:-

1. a) Certificate of Insurance; or  
b) Copy of monthly declaration.
2. a) Originals or non-negotiable copy of the Bill of Lading;  
b) True copy of the Master Airway bill;  
c) True copy of the House Airway bill; and/or  
d) True copy of both sides of the consignment note.
3. a) Original invoice/s & Packing list/s; and/or  
b) Original packing inventory for household goods and personal effects shipments.
4. a) True copy of Wharf Receipt  
b) True copy of Delivery Docket; and/or  
c) True copy of Weight Note at port of discharge/final destination.

5. Copy of letter of demand to:
  - a) Vessel Owners/Operators;
  - b) Air Carriers; or
  - c) Stevedores
6. Original survey report with colour photos, if any.

Submission of your claim to LIU should not be withheld awaiting the carriers reply to the letter of demand. Please forward the original carriers reply to LIU claim when received.

LIU reserve our right to obtain further documents in relation to this claim, if necessary.

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## 5 Signature

I, (print name in full) \_\_\_\_\_  
 (position) \_\_\_\_\_

of the Insured and on behalf of the Insured acknowledge the above answers to be true and correct AND acknowledge that the insurer may take its decision on indemnity having regard to these answers.

Signature

Date

\_\_\_\_\_

### Privacy Notice

Liberty International Underwriters (LIU) is the registered business name of Liberty International Underwriters Limited (No. 2400200) (“LIU”). It is a member of the United States-based Liberty Mutual Group (LMG). LIU Hong Kong’s contact details are:

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LIU collects personal data, including from insurance brokers, in order to provide its services and products, manage claims and for purposes ancillary to its business. LIU passes it to third parties involved in this process such as LIU’s related companies, reinsurers, agents, loss adjusters and other service providers. We may store your information with third party cloud or other types of networked or electronic storage providers. Third parties may be located locally or overseas in the United States, Canada, United Kingdom, Singapore, Australia and Malaysia. Your information may be transferred to countries without comparable data protection laws if it is reasonably necessary to provide you with the products or services you seek from LIU. If you do not provide the personal data LIU or other relevant third parties require to offer you specific products or services, LIU may not be able to provide the appropriate type or level of service.

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Liberty International Underwriters is a trading name of Liberty International Underwriters Limited (No. 2400200) (“LIU”).