



NATIONAL INSURANCE CO. LTD.

(Regd. Office : 3, MIDDLETON STREET, CALCUTTA-700 071.)

Claim No.

ISSUING OFFICE :

CLAIM FORM MARINE DEPARTMENT DETAILS

1. Policy No. & Date
2. Cert of Insurance/Declaration No. & Date
3. Name & Address of Claimant
4. Please tick ☒ to specify nature of Claimant whether : Consignor ☐ Consignee ☐ Insured ☐
5. Subject matter insured (including gross weight & No. of packages)
6. Sum Insured
7. Transit/Voyage
8. Consgt. Note (Name of Transport Carrier)
Rty. Receipt/Airway Bill (Name of Air Carrier/Postal Receipt/Bill of Lading (Name of Vessel) No. and Date
(Please strike out whichever is not applicable)
(Please enclose original Contract of Carriage)
9. Date of arrival of insured consignment at destination (In case of shipment by vessel please mention General Landing Date & Date(s) on which goods went out of customs' Charge. Please state separately)
10. External condition of Packages/Goods on arrival :
11. Date of clearance of consignment (In case of overseas shipment, the date should be date of clearance from Docks/Airport) Specific reason(s) for delay in clearance if any. :
12. Whether examined delivery taken from Carriers? If not, reasons please
13. Description of Loss/Damage
14. Place and Date of Loss
15. Cause of Loss
16. Estimate of Loss
17. Has Claimant given proper Notice of Loss Damage and/or made monetary Claim against Carriers, Customs, Bailees and/or other Third Parties.
(Please enclose copies of correspondence exchanged) If not please state reasons thereof. :
18. Estimate of Salvage available and confirmation that the Salvage is being carefully preserved :
19. REMARKS, if any :

Date.....19....

Signature & Office Stamp of Claimant

NOTE : 1, The issue of this Claim Form does not imply admission of liability on the part of the insurers.

Following details should be completed only for TEA consignments covered under TEA CROP INSURANCE POLICY.

20. Name of Garden(s) :
21. Garden Invoice(s) No.(s) & Date :
22. Name and Address of Brokers who effected Sales of the Consignment. :
23. Date of Inspection of the consignment by Brokers :
(Copies of Brokers' Certificate, Sale Advice, Account Sales, Insurance Survey Report wherever applicable, Wharfingers Certificate and/or Warehouse Keepers' Certificate duly certified by Brokers in respect of Valuation in case of overseas shipments, should be attached.)

Date.....19.....

Signature & Office Stamp of Claimant

IMPORTANT NOTICE

Procedure in the event of Loss or Damage for which the Company may be liable

For Ocean Shipments

- A. It is a condition of Insurance that the Assured shall act with reasonable despatch in all circumstances within their control.
- B. It is the duty of the Assured and their Agents in all cases 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 Assured or their Agents are required :-
 1. To claim immediately on the Carriers, Port Authorities or other Bailees for any missing packages.
 2. To apply immediately for survey by Carriers or other Bailees' Representative 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.
 3. 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.
 4. In no circumstances, except under written protest, to give clean receipts where goods are in doubtful condition.
 5. 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 Regulations of the Port Authorities at the port of discharge.

DOCUMENTATION OF CLAIMS

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

1. Original Policy or Certificate of Insurance;
2. Original or copy of Shipping Invoice, together with Shipping Specification and/or Weight Notes;
3. Original Bill of Lading and/or other Contract of Carriage;
4. Survey Report or other documentary evidence to show the extent of the loss or damage;
5. Landing Account and Weight Notes, Remarks Lists at final destination;
6. Correspondence exchanged with the Carriers and other parties regarding their liability for the loss or damage;
7. Triplicate copy of Bill of Entry.

For Inland Despatches

- A. It is a condition of insurance that the Assured shall act with reasonable despatch in all circumstances within their control.
- B. It is the duty of the Assured and their Agents in all cases 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 Assured or their Agents/Consignees must:-

1. Under no circumstances give clean receipts to the Carriers in respect of packages which are offered to them for delivery in a doubtful condition, except under written protest;
2. Take examined delivery from the Carriers of any packages which are outwardly damaged or appear to have been tampered with and obtain a Certificate of Damage and/or Shortage from the Carriers; if the Carriers should refuse to grant examined delivery, suitable remarks as to the condition of the packages and the contents thereof should be made in the Railway Station Delivery Book or on the negotiable copy of the Consignment Note in the case of despatches by Road/Aircraft;
3. Take weight/examined delivery of any packages which are in an outwardly sound condition but deficient in weight, as compared with the booked weight, and obtain a Certificate of Shortage from Carriers, if deficiency in weight is proved;
4. Issue notices of claim against the Carriers by Registered Post A/D.

The Company's liability shall succeed and not in any way supersede that of the Carriers, Bailees or other Third Parties concerned.

DOCUMENTATION OF CLAIMS

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

1. Original Policy or Certificate of Insurance;
2. Originals or copies of the Supply Invoice and Packing/Weight Specifications;
3. The negotiable or other copy of the Carriers' Receipt and/or the original of the Carriers' Certificate of Non-delivery or Certificate of damage and/or Shortage;
4. Survey Report or any other documentary evidence of loss or damage;
5. Copies of Notices of Claim against the Carriers and other Third Parties together with the relative Postal Registration Receipts and receipted A/D Cards and copies of all subsequent correspondence exchanged with them;
6. Claim Bill

PROCEDURE FOR CLAIMS AGAINST CARRIERS

In the event of loss of or damage to the interest insured whilst in the custody of the Carriers, a proper notice of claim, specifying details of the consignment, full booking particulars, the nature and extent of loss/damage and the amount of compensation, with COPIES of the relative Supply Invoice and the Carriers Certificate of Non delivery or Certificate of Damage and/or Shortage, must be issued against:-

- (a) The General Managers or Chief Commercial Superintendents of the Railway Administrations on which the booking and destination stations lie within 6 months from the date of booking, in terms of Sections 78B and 140 of the Indian Railways (Amendment) Act 1961; or
- (b) The Owners of the Inland Vessels or the Road Carriers concerned (booking and destination offices) within 6 months from the date of booking, in terms of Section 140 of the Indian Road Transport Commission Act 1950.