

INITIAL NOTICE OF CLAIM

Email a scanned copy of this form to the claims and/or the operations department of the carrier or freight forwarder who issued the transport documents to you. Ensure you receive a written acknowledgement within 24 hours and keep it on file. For transits by sea, this form must be lodged within **3 days** of delivery of the goods; for transits by air, within **14 days** of delivery. It is very important you do not delay.

To: [Name and address of transport operator or freightforwarder]

[Date]

From: [Insured]

Address:

Contact Person: [Name and email or phone number]

We hold you responsible for the following damage.

Conveyance:

Transit: [From and to]

Container number: [if applicable]

Bill of lading / airway bill / consignment freight note:

Damage: [list goods damaged]

Estimate of loss: [specify currency and amount]

Date of loss: [if known]

The damaged goods may be inspected at [address goods located]. If you wish to survey or confirm the circumstances of the loss, please contact [name and details] as we may wish to arrange for a joint survey.

Yours faithfully