Claim procedure for Marine Inland Transit Loss of Cargo / Machinery

STEP 1 :

Copy of Claim intimation given to Company together with Xerox of policy cover note/certificate/declaration & premium receipt.

STEP 2 :

GR/RR .

STEP 3 :

Delivery Receipt with remarks.

<u>STEP 4 :</u>

Invoice & Packing list.

<u>STEP 5 :</u>

Survey Report & Duly paid Survey fee bill.

STEP 6 :

Loss minimization expenses receipt.

STEP 7 :

Police Panchanama/First Information Report.

STEP 8 :

Photographs of Damaged Property showing extent of damage &/or video film of loss.

STEP 9 :

Duly filled Claim Form.

STEP 10 :

Original policy duly discharged by assured/consignee.

STEP 11 :

Original open delivery/non delivery/short delivery certificate of carrier duly signed & sealed.

STEP 12 :

Copy of Regd. A.D. letter lodging claim with carrier along with monitory claim bill.

STEP 13 :

A.D. card of claim lodging letter to carrier.

STEP 14 :

Original reply of carrier in reply to claim lodging letter.

STEP 15 :

Letter of subrogation cum undertaking.

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