



REGENCY ALLIANCE INSURANCE LIMITED

No. 65 Patrice Lumumba Road, Airport Residential Area, Accra.

MARINE CARGO CLAIM FORM

This form should be completed and returned to the company immediately, on noticing any discrepancy.

1. Name of Assured: \..... Policy/Certificate No.

Address:

Business:

2. Voyage: Port of Origin:Transshipment:..... Destination:.....

3. Sailing Date:Date of Arrival:Bill of Lading No.:.....

4. Ships' Agent:Carrying Vessel:.....

5. Cause of accident:

.....

6. Nature and extent of damage:

Details of property damaged:.....

Estimated value of property damaged:.....

7. Where was Loss detected: Consignee Warehouse, Point of Loading Warehouse or Harbour

8. What steps were taken to reduce loss?

9. Have any steps been taken to compromise or settle the matter in any way? If so, what and by whom?

.....

10. Has the Loss been reported to the carrier?

11. Give the name of Lloyds Agent if any, who inspected the damage:

.....

12. Name and Address of clearing agent for consignment:.....

I/We hereby declare that to the best of my/our knowledge and belief, the above statements are fully and truly made.

Date;Assureds Signature:.....

NOTE: refer to attachment for claim documentation

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 when applicable

1. Original certificate of insurance or policy.
2. Original or copy of shipping invoices, together with shipping specification and/or weight notes and/or Parking list.
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 at final destination.
6. Correspondence exchanged with the carriers and other Parties regarding their liability for the loss or damage
7. Auctioneer's account sale, where salvage is sold.
8. Customs Bill of Entry
9. Receiving Port Authority tally sheet or Harbour waybill

NOTE; It is necessary for the Assured when they become aware of an event which is "held covered" under this insurance to give prompt notice to Underwriters. The right to such cover is dependent upon compliance with this obligation.