

Transport

Contract No.

Cargo Claim Form

Insured

Name and Address _____

Street _____

Place _____

Telephone _____ Fax _____ E-mail _____

Postal-Account _____ Bank and IBAN _____

Transported Goods

Type of Goods _____ Date _____

Voyage from _____ Arrival date _____

Type of packing (Description) _____

Number of packages Cases on Pallet bags
 Cartons unpacked others

Type of Transport

Post sendings Railway Own Vehicle Licence Plate No. _____
mode of mailing: Airfreight Third Party Vehicle, Name and address of the Transport Company

 Riverboat _____
 Seafreight _____
 Courier service _____

Description of Damage

Place of Damage _____ Date of Damage _____

Describe exactly the circumstances and the cause leading to the claim. Which goods were damaged or are missing?
(weight, number, cases, cartons)

Approximate claim amount _____

Where can the goods be inspected?

Additional Information

Was the Transport company held responsible? (Please note time limits of claims)

yes no, reason _____

Was a police report issued?

no yes, where _____

Is there a Transport policy placed with another insurance company?

no yes, through Shipper Consignee Forwarding

Name of Insurance Company, _____

Please provide precise and detailed information concerning the claim settlement

To enable us to process this claim we require the following documentation:

- | | |
|---|--|
| <input type="checkbox"/> Copy of the Sales invoice (commercial invoice) | <input type="checkbox"/> Copies of the relevant correspondence |
| <input type="checkbox"/> Original Insurance Certificate, if any | <input type="checkbox"/> photographs, if any |
| <input type="checkbox"/> Copy of the delivery note (with the weight & packing list) | <input type="checkbox"/> Police Report |
| <input type="checkbox"/> Claim calculation sheet | <input type="checkbox"/> copy of dispatch advice (valuables) |

additionally

MAIL

- Non-delivery notice from the consignee
- Original statement of facts of the Postal Authority
- Original Post Office report on the Loss/Damage
- Settlement of the Postal Authority

AIR

- Air Waybill/House Air Waybill
- Original Non Delivery Certificate from the Airline
- Original Cargo Damage Report (CDR)
- copy letter of reserve to the carrier and their answer

ROAD

- Original Waybill (CMR)/Delivery Note with reserves
- Letter of reserve to the Carrier/Freight Forwarder and their answer
- Certificate of Loss from the Carrier/Freight Forwarder

OCEAN/RIVER

- Original Ocean/River Bill of Lading
- For Combined Transport: Original Through Bill of Lading
- Letter of Reserve to the shipping Agent and their answer
- Non-Delivery Certificate

TRAIN

- Original Rail Bill
- Original statement of facts from the Railway Co.

COURIER SERVICE

- waybill
- letter of reserve to the courier service and their answer

Procedures in the case of transport loss/damages

Transport by Road or courier service

Check the number and the condition of the packages/cases together with the delivery driver. Make notes of any irregularities on the transport documents (Delivery Note/CMR Consignment Note and insist on a counter signature from the driver of the vehicle. Damages discovered after the opening of packages/cases must be reported (by registered letter) **within 7 days** to the transportation company holding them responsible (protection of recovery)

Shipments by Mail, Train & Air:

Within 7 days request a Report of Findings from the carrier and advise the transport company in writing holding them responsible.

Shipments by Sea/River:

At latest 3 days after the arrival and/or discharge of the goods the vessel or transport agent must be notified in writing (registered letter) holding them responsible.

Claims Minimisation:

At any time all reasonable care is to be taken to minimise loss or damage.

Information to the Insurers:

Any Claim must be reported immediately to the **BASLER** in writing.

The Assured may not accept any claim for damage or liability without the insurer's consent.

The undersigned authorizes Baloise Insurance Ltd [Baloise Life Ltd] (hereinafter called the Baloise) to process his/her personal data in connection with the processing of this insurance claim/benefit case. The Baloise may in particular:

- refer data to involved third parties in Switzerland or abroad (e.g. co-insurer, reinsurer);
- seek recourse from a liable third party (or their liability insurer) and provide them with the relevant data;
- obtain relevant information and access to relevant documentation from private insurers, public authorities, witnesses and other information providers.

The undersigned authorizes the above-mentioned individuals or institutions to provide the Baloise, at the latter's request, with data required for processing of the insurance claim/benefit case, and relieves them of their obligation of secrecy for this purpose.

The undersigned also relieves the Baloise of its obligation of secrecy with regard to data that it passes on to third parties in connection with the processing of the claim/benefit case.

_____, the _____

Signature _____