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# 貨運險索償申請表

## Marine Cargo Claim Form

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收貨人／索償人：

Consignee / Claimant: \_\_\_\_\_

保戶名稱：

Name of Insured: \_\_\_\_\_

保險單號：

Policy number: \_\_\_\_\_

航程：

Voyage: \_\_\_\_\_

承運工具：

Conveyance: \_\_\_\_\_

貨到日期：

Date of Arrival: \_\_\_\_\_

提貨日期：

Date of Delivery: \_\_\_\_\_

檢驗日期：

Date of Survey: \_\_\_\_\_

貨損詳情及索償計算法：

Details of loss / damage & Calculation of the claim:

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### 索償文件 SUPPORTING DOCUMENTS:

1. 保單正本或保險憑證正本  
Original policy or certificate of insurance
2. 發票和裝箱單／磅碼紙  
Original invoice & packing list / weight note
3. 正本提單及／或其他承運合約  
Original Bill of Lading &/or other contract of carriage
4. 由承運方簽發的貨損證明／短欠證明  
Exception note / Short-delivery note issued by the Carriers
5. 公証人的貨檢報告  
Survey report
6. 和承運方就貨損應付責任的來往函件  
Correspondence exchanged with Carriers concerned regarding their liability for the loss / damage
7. 其他：  
Others: \_\_\_\_\_

茲保證上列所述均屬真確，亦已適當保留了向承運責任方的追償權利。

We ensure that all above mentioned are true and correct and, all rights against Carriers, Bailees or other Third Parties are properly preserved and exercised.

日期：

Date:

申請賠償者簽名及公司蓋章：

Claimant's Signature & Company Chop :

## IMPORTANT

Procedure in event of loss or damage for which the Company may be liable

### Liability of Carriers, Bailees or other third parties

It is the duty of the Assured or their servants of the Assured's Agent, 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 servants or the Assured's Agent are required:

- To claim immediately on the Carriers, Port Authorities or other Bailees for any missing packages.
- To apply immediately for survey by Carriers' or other Bailees' Representatives 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.
- In no circumstances, except under written protest, give clean receipts where goods are in doubtful condition.
- 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.
- When delivery is made by Container, make sure 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, please clause the delivery receipt accordingly and retain all defective or irregular seals for subsequent identification.

NOTE: The Consignees or their Agents are recommended to make themselves familiar with the Regulations of the Port Authorities at the port of discharge.

### Survey and Claim Settlement

In the event of loss or damage which may involve a claim under this insurance, immediate notice must be given to the survey and claims settling agents shown in the schedule.

### Documentation of Claims

To enable claims to be dealt with promptly, the Assured or their servants or the Assured's Agent

#### 公司可能需要承受損失或損毀事件的索償程序：

- 即時向承運人索償。如屬貨物遺失，即時向港口當局或受託保管人索償。
- 如發現貨物損失或明顯損毀，即時向承運人或受託保管人要求查驗；並向承運人或受託保管人就有關查驗後發現的實際損失或損毀要求賠償。
- 如懷疑貨物有損毀情況，無論任何情況均不可簽具潔淨收據給承運人。
- 如提貨時貨物損失或損毀並不明顯可見，應於收貨後三天內將貨物受損情況書面通知承運人，並提出賠償要求。
- 如屬集裝箱裝運，必須確保負責人員於提貨時立即查驗集裝箱及其封條是否完整無缺。如發現集裝箱受損或封條破損/遺失或封條與貨運文件所列明不同，必須在提貨收據上註明有關情況，並且保存所有破損或有異常情況的封條作日後查證之用。

#### 檢驗及賠償程序：

- 如涉及向保險公司索償有關貨物損失或損毀，須即時通知保單上所列明的檢驗及理賠代理人。

#### 索賠文件

受保人或其受僱人士或其代理人應提交所有證明文件，包括在適用時之下列文件：

- 保險單或保險證明書正本；
- 航運發票正本或副本，連同載貨清單及/或磅重單；
- 提貨單或其他運貨契約之正本；
- 查驗報告或其他顯示損毀程度的證明文件；
- 在最終目的地的卸貨單及磅重單；
- 與承運人及其他有關方面就損失或損毀責任的來往函件。