



# MARINE GENERAL CARGO

## **Important Notice**

Please read this claim form prior to answering the questions.

**All** questions must be answered as fully as possible. Please use additional sheets if necessary and copies of relevant documentation should be attached.

If you have any questions in relation to completion of the claim form, please contact your insurance advisor or broker.

Please send the completed claim form, as soon as possible, to your insurance advisor or broker.

Submission of any claim to Liberty Specialty Markets (Liberty) should not be withheld awaiting the carrier's response to a letter of demand.

Liberty reserve our right to obtain further documents in relation to this claim, if necessary.

Please do not accept any offer of settlement or bank monies without first contacting Liberty.

The company does not admit liability by the issue of this form. It is issued to enable the insured to lodge a claim.

You are reminded that under no circumstances should you admit any liability or make any offer of settlement.

## 1. DETAILS OF INSURED

Name of insured

Street

City

State

Postcode

Policy no.

Email

Telephone

Fax

## 2. CLAIM DETAILS

Date of loss

Cause of loss/damage

Description of cargo

Where did the loss occur?

Location of damaged goods

Contact name and number

Have you reported the loss to police?

Yes

No

If yes, give date of notification and police report number

Have you given a clean receipt?

Yes

No

Have you made a claim on the carrier?

Yes

No

If yes, give date of claim. Note that notice to carriers within three (3) days of delivery is required to protect recovery rights.

Type of packing:

FCL

LCL

Bulk

Other

Agent/forwarder

Vessel/carrier

Consignment note no.

Bill of lading no.

Airway bill no.



#### 4. DOCUMENTS

For faster processing of your claim please ensure that you have attached:

1. a) Certificate of insurance, **or**  
b) Copy of monthly declaration
2. a) Originals or non-negotiable copy of the front and reverse side of the bill of lading:  
b) True copy of the master airway bill  
c) True copy of the house airway bill, **and/or**  
d) True copy of both sides of the consignment note
3. a) Original invoice/s and packing list/s, **and/or**  
b) Original packing inventory for household goods and personal effects shipments  
c) Repair/replacement quote  
d) Freight invoice  
e) Custom's entry form
4. a) True copy of wharf receipt:  
b) True copy of delivery docket, **and/or**  
c) True copy of weight note at port of discharge/final destination
5. Copy of Notice of Claim to the following parties where applicable:  
a) Vessel owners/operators  
b) Air carriers  
c) Forwarders, **and/or**  
d) Any other parties that insurers have identified to be potentially liable for the loss
6. Original survey report with colour photos, if any.

Submission of your claim to Liberty should not be withheld awaiting the carriers reply to the letter of demand. Please forward the original carriers reply to [claimsasiapacific@libertyglobalgroup.com](mailto:claimsasiapacific@libertyglobalgroup.com) when received. Liberty reserve our right to obtain further documents in relation to this claim, if necessary.

#### 5. SIGNATURE

I, (print name in full)

(position)

of the Insured and on behalf of the Insured acknowledge the above answers to be true and correct **and** acknowledge that the insurer may take its decision on indemnity having regard to these answers.

Signature

Date

**Privacy Notice**

Liberty Specialty Markets Singapore Pte Limited (UEN 201538069C) (**Liberty**) is an insurer authorised by the Monetary Authority of Singapore to conduct insurance business in Singapore. It is a member of the United States-based Liberty Mutual Group. Liberty's contact details are:

Address: One Raffles Quay, #40-01 North Tower, Singapore 048583  
Phone : +65 6622 9160

Liberty is bound by the Personal Data Protection Act 2012 when it collects and handles your personal data.

Liberty collects personal data, including from insurance brokers, in order to provide its services and products, manage claims and for purposes ancillary to its business. Liberty passes it to third parties involved in this process such as Liberty's related companies, reinsurers, agents, loss adjusters and other service providers. We may store your information with third party cloud or other types of networked or electronic storage providers. Third parties may be located locally or overseas in the United States, Canada, United Kingdom, Hong Kong, Australia and Malaysia. Your information may be transferred to countries without comparable data protection laws if it is reasonably necessary to provide you with the products or services you seek from Liberty. If you do not provide the personal data Liberty or other relevant third parties require to offer you specific products or services, Liberty may not be able to provide the appropriate type or level of service.

If you wish to gain access to or correct your personal data, make a personal data complaint, or if you have any query about how Liberty collects or handles your personal data please write to Liberty's Privacy Officer at the address above or by emailing: [privacy.officer.ap@libertyglobalgroup.com](mailto:privacy.officer.ap@libertyglobalgroup.com). To obtain a copy of Liberty's Privacy Policy go to Liberty's website ([libertyspecialtymarkets.com.sg](http://libertyspecialtymarkets.com.sg)) or request a copy from Liberty's Privacy Officer.

When you give Liberty personal or sensitive information about other individuals, Liberty relies on you to provide its Privacy Notice to them. If you have not done this, you must tell Liberty before you provide the relevant data.