

## MARINE – GOODS IN TRANSIT CLAIM

Every question must be answered fully. The abbreviation “N/A” should only be used where the question is not applicable.  
 The company does not admit liability by the issuing of this form.

**1. Insured** \_\_\_\_\_  
 Address \_\_\_\_\_  
 Policy no. \_\_\_\_\_ Telephone no. \_\_\_\_\_

**2. Date and place of occurrence giving rise to loss or damage?**  
 This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ Time \_\_\_\_\_  
 At \_\_\_\_\_

**3. The merchandise/goods/cargo – describe fully?**

**3.1 Details of load**

(A) Description \_\_\_\_\_  
 (B) Number of packages or articles \_\_\_\_\_  
 (C) Total weight \_\_\_\_\_ Total value of whole load R \_\_\_\_\_

**3.2 Details of merchandise/goods lost or damaged**

(A) Description \_\_\_\_\_  
 (B) Number of packages or articles \_\_\_\_\_  
 (C) Total weight \_\_\_\_\_

**4. Amount of claim:**

Value of merchandise/goods lost or damaged	R _____
Salvage (if any)	R _____
Gross amount of claim	R _____
Less excess under policy (if any)	R _____

Where available the following should be attached to this form:

1. invoice or account in respect of the loss or damage
2. original copy of receipt given for the merchandise/goods after loading
3. delivery note obtained when delivering the merchandise/goods
4. any other documents or correspondence received.

**5. If loss is due to theft, pilferage or short delivery, state:**

Address of police station where reported \_\_\_\_\_  
 Date and time of such report \_\_\_\_\_

**6. If loss or damage was caused by an accident to the vehicle, please state the following:**

**Details of the owners of the other vehicles involved:**

Name \_\_\_\_\_ Telephone no. \_\_\_\_\_  
 Address \_\_\_\_\_

**Details of any witnesses:**

Name \_\_\_\_\_ Telephone no. \_\_\_\_\_  
 Address \_\_\_\_\_

Were details taken by a police officer on the scene? Yes  No

Was he/she a witness? Yes  No

Date reported \_\_\_\_\_ Case no. \_\_\_\_\_

Address of police station \_\_\_\_\_

Was any indication given by the policy that you, your driver or any other person might be prosecuted? Yes  No

**7. Name and address of the consignor(s)**

\_\_\_\_\_

**8. Name and address of the consignee(s)**

\_\_\_\_\_

**9. Circumstances of the loss or damage?**

When and where were the goods loaded? \_\_\_\_\_

Who loaded the goods onto the vehicle? \_\_\_\_\_

Did the driver count or check the consignment? Yes  No

What documentation was given at the time of loading? \_\_\_\_\_

How were the goods packed, stowed and protected and was it in accordance with trade custom?

Give full details of the journey from the time of loading until the occurrence of the loss or damage and describe the event giving rise to the loss or damage?

What action did the driver take immediately after occurrence of loss or damage?

Have consignees accepted delivery? Yes  No

Where can the goods be inspected? \_\_\_\_\_

Are you the owner or carrier of the goods? \_\_\_\_\_

**10. Was this load carried:**

10.1 By you as the principal contractor? Yes  No

10.2 By you as subcontractor? Yes  No

If Yes, did you charge premium for insurance of this load? Yes  No

10.3 By any subcontractor employed by you? Yes  No

If Yes, please state the name and address of the subcontractor \_\_\_\_\_

Did you pay the subcontractor premium for insurance of this load? Yes  No

**11. Registration number of vehicle transporting goods:**

Do you own the vehicle?

 Yes  No 

 If No, please state the name and address of owner(s)
 

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 Please state the name(s), address(es) and length of service of driver(s)/employee(s)
 

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Has the driver, to your knowledge, been involved in any other accidents?

 Yes  No 

 If Yes, give brief details
 

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**12. Documents which must accompany the claim form or to be submitted as soon as possible thereafter:**

- |   |  |
|---|--|
| 1. Original supplier's invoice                  | 7. Contract agreement between road carrier and cargo owner                             |
| 2. Original road consignment note/waybill       | 8. If subcontracted, contract/agreement between principal contractor and subcontractor |
| 3. Endorsed/Signed delivery note                | 9. Copies of pro forma claims against all potential liable parties and their responses |
| 4. Claimant/Cargo owner's detailed priced claim | 10. Bill of entry (export) if applicable   |
| 5. Repair/Replacement quotations                | 11. Premium declaration/certificate of insurance                                       |
| 6. Packing list/tally sheet (if applicable)     |  |

**If the truck/conveyance was operated and/or owned by the party instituting this claim, kindly also enclose the following documentation:**

- |   |  |
|---|--|
| 12. Certified copy of public driving permit   | 14. Certified copy of driver's licence   |
| 13. Certified copy of truck registration form | 15. Driver and/or witness statements on fortuity/problems encountered during journey |

**Note:** Further documents may be required once the matter has been studied by Hollard Insurance Company Limited and/or our appointed surveyor/investigator.

**DECLARATION**

I/We warrant that the answers given are true and correct. All details provided on this form are done so honestly and in good faith. This means that The Hollard Insurance Company Ltd has been made aware of all important information and that any incorrect information may mean that the claim may be rejected and the policy cancelled.

**PROTECTION OF PERSONAL INFORMATION**

We care about your privacy. In order to provide you with our service, we and our service providers have to process the personal information you provide us with by completing this document. We will treat this information with caution and we have put reasonable security measures in place to protect it.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Full name of authorised signatory \_\_\_\_\_

Title/Designation of signatory \_\_\_\_\_

Authorised signature \_\_\_\_\_