



LETTER OF CLAIM

To: Tokio Marine Newa Insurance Co., Ltd.

Date:

Please be advised that our cargo was delivered in loss/damage condition. Accordingly, we are enclosing herewith the relevant documents of claim for your settlement and looking forward to receiving your compensation in due course.

POLICY NO. (保單號碼)				
CARGO (貨品名稱及數量)				
CONVEYANCE (運輸工具)	<input type="checkbox"/> 1. 海運 Vessel(船名) :	Voy. (航次) :		
	<input type="checkbox"/> 2. 空運 Flight No.(班次) :			
VOYAGE (航程)	From(裝貨港) :	To(卸貨港) :		
	Arrived on(到港日) :	Delivered on (提貨日) :		
CAUSE OF LOSS (損失原因)	<input type="checkbox"/> Shortage <input type="checkbox"/> Breakage <input type="checkbox"/> Dent <input type="checkbox"/> Bent <input type="checkbox"/> Deform/Twist/Crush <input type="checkbox"/> Scratch <input type="checkbox"/> Wet <input type="checkbox"/> Rust <input type="checkbox"/> Others :			
OCCURRENCE (提貨過程或發現損失之經過情形)				
LOSS(損失明細) :				
	<u>Description of Cargo / Item No.</u>	<u>Loss Condition</u>	<u>Quantity</u>	<u>Unit Price</u> <u>Total</u>
Documentation of Claim 索賠文件(如下打“ <input type="checkbox"/> ”所示) :				
<input type="checkbox"/> 1. Original Policy	<input type="checkbox"/> 2. Original Bill of Lading (Air Waybill)			
<input type="checkbox"/> 3. Invoice	<input type="checkbox"/> 4. Packing List			
<input type="checkbox"/> 5. Original Survey Report with Debit Note	<input type="checkbox"/> 6. Original Loss Certificate			
<input type="checkbox"/> 7. Preliminary Notice of Loss to Carriers/Liable Parties	<input type="checkbox"/> 8. Copy of Formal Claim Note to Carriers			
<input type="checkbox"/> 9. Carriers' or Other Liable Parties' Letter Reply	<input type="checkbox"/> 10. Copy Import Declaration(進口報單)			
<input type="checkbox"/> 11. Others:				

ASSURED(被保險人簽章) :

Address :

Company Code(統一編號) :

Contact (聯絡人) :

Tel :

Fax :

(Signature/Company's Chop)