

## MARINE CARGO CLAIM FORM 貨物保險索償申請表

(Please complete in block letters 請用正楷填寫)

### MAKING A CLAIM 索償須知

1. Please **READ** your policy and relevant documents to check if your claim is covered under the policy terms and conditions. 請查閱保單細則及有關文件，確保該項索償已納入為承保範圍之內。
2. Please **SUBMIT** a completed claim form, together with original copies of all relevant documents supporting your claim, to Claims Div., RSA at 32/F., Dorset House, Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong. 請將填妥的索償表格連同有關證明文件之正本，寄回香港鰂魚涌英皇道 979 號太古坊多盛大廈 32 樓 RSA 索償管理部收。

| Assured's Information 受保人資料 |  |                              |  |
|-----------------------------|--|------------------------------|--|
| Name of Assured 受保人姓名       |  |                              |  |
| Corresponding Address 通訊地址  |  |                              |  |
| Fax No. 傳真號碼                |  | Daytime Contact No. 日間聯絡電話號碼 |  |
| Policy No. 保單編號             |  | Certificate No. 証書號碼         |  |

| Circumstances of the Accident 意外詳情 |                                   |          |        |
|------------------------------------|-----------------------------------|----------|--------|
| Conveyance 船舶名稱及航班編號               |                                   |          |        |
| ETD 離港日期                           | ETA 到港日期                          | B/L 提單日期 |        |
| Voyage 航程                          | From 啟航地點                         |          | To 目的地 |
| Sum Insured 投保額                    |                                   |          |        |
| Nature of Loss 損失性質                |                                   |          |        |
| Statement of Claim 索償清單            | <u>Model/Description</u> 貨品名稱/型號  |          |        |
|                                    | <u>Damaged/Loss Quantity</u> 破損數量 |          |        |
|                                    | <u>Unit Price</u> 單價              |          |        |
|                                    | <u>Total Amount of Loss</u> 損失總額  |          |        |

## Checklist of Supporting Documents 索償文件清單

Please put a ✓ in the appropriate box 請在適當格內加上✓ 號

We have attached the following Documents 已附上以下文件

- Commercial Invoice 銷售發票
- Packing List 裝箱單
- Original bill of lading/airway bill/ consignment note or legible copy with reverse side 提單/空運提單正本或清晰副本，連背頁托運條款
- Original Certificate of Insurance/ Marine Policy 水險保單正本
- Claused Delivery Receipt 已註明破損的簽收單
- Claused Container Release Form (If applicable) 爛櫃紙 (如適用)
- Letter against Common Carrier and respective correspondences (please see attached specimen) 致船公司的投訴信 (請見附頁樣本) 及其覆函
- Photos at the Time of Delivery/Devanning 客戶在提貨或卸貨時所拍的照片
- Original Survey Report with Photos and Debit Note 商檢報告正本，連照片及賬單
- Others (Please specify) 其他 (請註明) \_\_\_\_\_

## Declarations 聲明

We declare to the best of our knowledge and belief that the information given is true in every respect. We agree that any concealment or incorrect statement in connection with this claim may result in prosecution and the policy shall become void. 本公司謹此聲明，根據本公司所知及所信，本索償表格上填報之資料均實屬無訛。本公司並同意，任何蓄意欺騙或隱瞞將構成法律責任並導致保單失效。

Insured's Signature with Company Chop 投保人簽署及公司蓋印 \_\_\_\_\_ Date 日期 \_\_\_\_\_

**For claims assistance, please call our CLAIMS HOTLINE at 2968 3221 (9:00am to 5:30pm) every Monday to Friday.**  
如有任何查詢，請於星期一至五上午九時至下午五時半，致電索償熱線 2968 3221。

## Notice of Personal Information Collection 個人資料收集聲明

Any person from whom the Company has collected personal information shall have the right to enquire the purpose of using the information, the right of access to and the right to request correction of the personal information concerning themselves. Such request can be made to the Compliance Officer of the Company via, mail to 32/F., Dorset House, Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong, or fax to +852 2968 5111, or email to [hk\\_compliance@hk.rsagroup.com](mailto:hk_compliance@hk.rsagroup.com). 任何人士若曾經提供個人資料給本公司，均可查詢其資料用途、查閱及更改有關資料。有關查詢及申請可循下列途徑向本公司之條例事務主任提出：郵寄至香港鰂魚涌英皇道 979 號太古坊多盛大廈 32 樓，或傳真至+852 2968 5111，或電郵至 [hk\\_compliance@hk.rsagroup.com](mailto:hk_compliance@hk.rsagroup.com)。

**Specimen 様本**

To: ABC Shipping Company / ABC Freight Forwarder / ABC Airlines

Dear Sirs

Re.: B/L No./MAWB No./HAWB No. :  
Container No. :  
Vessel/Flight No. :  
Voyage :  
ETA :  
Consignment :

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Please be advised that \_\_\_\_\_ damage/shortage of \_\_\_\_\_ pcs. was found in the captioned consignment at the time of delivery. We reserve our rights to hold you as the carrier/freight forwarder fully liable for all our loss sustained.

We will send you a debit note once all the supporting documents are available. Kindly acknowledge receipt of this letter and let us have your position regarding this case.

**SPECIMEN – FOR REFERENCE ONLY**

Yours faithfully,

Authorized Signature

c.c. Royal & Sun Alliance Insurance plc (Policy No. \_\_\_\_\_ )