

Making a Marine Cargo claim

Help us to resolve your claim quickly. Please fill in all the details on this form and return it to us in the envelope provided. You'll also need to include relevant, supporting documents so you'll also find a handy checklist, below. Thank you.

We process claims up to £3,000 immediately if you include the necessary documents.

Please complete the following:

Insured's name

Insured's address

Insured's contact name

Insured's telephone number

Policy no

Broker's name

Broker's address

Broker's contact name

Broker's telephone number

Reference number

Description of claim

Amount of claim

Date of loss

Time of loss

Weight of goods lost/damaged

Voyage (from and to)

Terms of sale (ie CIF, C&F, Ex-works etc)

Included everything?

Your claim documents checklist:

☐ **Original Certificate of Insurance**
(If issued)

☐ **Invoice and Packing List**
(Invoice for goods and details of items packed)

☐ **Statement of Claim**
(A calculation of amount claimed less any salvage value)

☐ **Claused Delivery Note**
(Delivery document showing evidence of loss/damage)

☐ **Original Bill of Lading/Airway Bill/CMR note/
Consignment note**
(Original contract of carriage detailing goods, shipping
information and conditions of carriage)

☐ **Correspondence**
(Correspondence holding carrier, bailee or other third
parties responsible)

☐ **Freight Invoice**
(If not included in sales invoice)

☐ **Repair Estimate**
(If goods were damaged)

Is the claim for theft?
If so, please provide:

☐ **Signed Statement from Driver**

☐ **Crime Reference Number**

☐ **Police Office Details**

Please send back completed form to: Aviva, Regional Marine Centre, 2-10 Albert Square, Manchester, M60 8AD.

Helpline: 0161 931 8076

www.aviva.co.uk/ebroking



Issued for use by insurance intermediaries only. This information has not been approved for use with customers

Aviva Insurance UK Limited

Registered in England Number 99122 Registered Office 8 Surrey Street Norwich NR1 3NG

Authorised and regulated by the Financial Services Authority

BCIMM3979 06.2009 (A)