

Documents Required for Marine Cargo Insurance Claim Settlement

01. Original written claim intimation letter.
02. Original Marine Insurance Policy.
03. Copy of Marine Cover Note with amendment if any.
04. Copy of the Letter of Credit (L/C).
05. Original Commercial Invoice, Packing list.
06. Original Bill of Lading/ Air Waybill.
07. Copy of Bill of Entry/Assessment Notice.
08. Copy of Import General Manifesto (IGM).
09. Copy of the Quality Control (QC) Report
10. Original Truck Challan (Port to Factory).
11. Copy of Pre-Shipment Inspection report.
12. Copy of Customs Release order and delivery order.
13. Copy of Joint Survey Report with Customs/Port Authority before taking delivery of the consignment.
14. Claim Bill in Triplicate
15. Copy of claim letter upon the Cargo's Carrier or others who are liable for the alleged loss/damages and the reply there form in this regard.
16. Original Copy of the G.D. Entry duly authenticated by the concerned Police Station.
(Applicable in case of Theft/Missing/Accident)
17. Copy of Short Landing Certificate from the Concerned Port Authority **(Applicable in case of Shortage)**