

## MARINE AND TRANSIT CLAIMS PROCEDURE

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1. If goods are delivered in a damaged condition or if there is any reason to suspect damage, the attention of the Carrier's or Shipper's Representative should be immediately drawn to the damage and the delivery receipt noted. In the event of suspected damage the receipt be noted "Goods believed to be damaged. Accepted subject to survey in store".
2. If there has been any malicious damage, burglary or theft, the police should be notified.
3. When damage or pilferage is discovered, contact [Value not set] to receive instructions on what action to take. It may be necessary to appoint a surveyor/ assessor.
4. Write a letter of demand to the Carrier's or Shipper's Representative holding them responsible and asking them to pay costs – refer example next page.

Send to Central Insurance Brokers the following documents:

- Completed Claim Form (with your ABN No. and Input Tax Credit entitlement included)
- Invoices or other proof of value of the consignment
- Original freight note or carbon copy
- Delivery receipt
- Suppliers packing slips where appropriate
- Bill of lading, consignment note or other proof of shipment, including clear statements of the conditions of carriage
- A copy of the letter of demand, and the carrier's response (if any) received
- Details of possible salvage.

# MARINE TRANSIT CLAIM

## SAMPLE LETTER OF DEMAND

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**“WITHOUT PREJUDICE”**

dd/mmm/yyyy

<insert Name>  
<insert Address>

Dear <insert Name>,

We are the owners of machinery / stock which was lost / damaged whilst in transit from <insert text> to <insert text> on dd/mmm/yyyy.

Since you were the carriers / shippers, we are holding you responsible for the loss.

We are claiming payment of \$ <insert amount> from you which is the cost of repairs / reinstatement as shown on the enclosed account/s.

Please make payment within ten (10) days from the date of this letter.

Yours faithfully,

<insert Name>