

For Completion By Claimant

Name of Removal Contractor		
Name of Claimant		
Telephone number		
Contact Address		
Collection / Delivery Date		
Certificate Number		

Notification

Please note there are normally timescales within which claims must initially be notified. These will depend upon your contract with the remover and whether Marine Cargo Insurance was arranged. Generally claims in respect of all UK / European road movements should be notified in writing within 7 (seven) days, and deep-sea / airfreight claims should be notified in writing within 30 (thirty) days of delivery. Please refer to your contract / insurance documents in respect of your particular move.

Required Documents

To help prevent delays with the processing of our claim, please supply the following documents as soon as possible, and within 60 days of the original notification of your claim. If it is not possible for you to submit this documentation with 60 days of notification please advise in writing the reason for the delay, as failure to present the documents within this timescale may prejudice your right to claim.

- Original confirmation of insurance document / insurance certificate. (A faxed/emailed copy may suffice but this is claim dependent and you may be asked to verify that you hold the original certificate.)
- Copy of application for insurance document / valued inventory
- Copy of packing/shipment inventory.
- Copy of signed delivery receipt.
- Photographic evidence of any damaged items.
- Independent written estimates for repair (where applicable).
- Where an item is damaged beyond repair this should be confirmed in writing by a professional source
- An independent written estimate for replacement of any items damaged beyond repair / lost

Please complete the schedule of damaged/missing items as fully as possible.

The completed form should then be returned to International Claims Agency Ltd

Please provide any additional information which you feel may assist in the processing of your claim

Signature

Date

Category on Valued Inventory (e.g. A2)	Number on Packing List	Description of Item	Please specify nature of Damage or loss sustained (e.g. missing, broken, chipped, internal damage)	Replacement cost as new at destination	Insured Value	Amount of claim (please specify currency)