

IMPORTANT NOTICE

PROCEDURE IN THE EVENT OF LOSS OR DAMAGE FOR WHICH INSURANCE COMPANY MAY BE LIABLE.

I. LIABILITY OF CARRIERS, BAILEES, OR OTHER THIRD PARTIES.

IT IS THE DUTY OF THE ASSURED AND THEIR AGENTS, IN ALL CASES, TO TAKE SUCH MEASURES AS MAY BE REASONABLE FOR THE PURPOSE OF AVERTING OR MINIMISING A LOSS AND TO ENSURE THAT ALL RIGHTS AGAINST CARRIERS, BAILEES OR OTHER THIRD PARTIES ARE PROPERLY PRESERVED AND EXERCISED. IN PARTICULAR, THE ASSURED OR THEIR AGENTS ARE REQUIRED :-

- 1. TO CLAIM IMMEDIATELY ON THE CARRIERS, PORT AUTHORITIES OR OTHER BAILEES FOR ANY PACKAGES THAT ARE MISSING OR THAT CANNOT BE FOUND.**
- 2. TO APPLY IMMEDIATELY FOR SURVEY IN THE DOCKS BY CARRIERS' OR OTHER BAILEES' REPRESENTATIVES IF ANY LOSS OR DAMAGE BE APPARENT OR FOR ANY PACKAGES DISCHARGED DEFECTIVE, AND TO CLAIM ON THE CARRIERS OR OTHER BAILEES FOR ANY LOSS OR DAMAGE FOUND AT SUCH SURVEY.**

- 3. WHEN DELIVERY IS MADE BY CONTAINER, TO ENSURE THAT THE CONTAINER AND ITS SEALS ARE EXAMINED IMMEDIATELY BY THEIR RESPONSIBLE OFFICIAL.**

IF THE CONTAINER IS DELIVERED DAMAGED OR WITH SEALS BROKEN OR MISSING OR WITH SEALS OTHER THAN AS STATED IN THE SHIPPING DOCUMENTS, TO CLAUSE THE DELIVERY RECEIPT ACCORDINGLY AND RETAIN ALL DEFECTIVE OR IRREGULAR SEALS FOR SUBSEQUENT IDENTIFICATION.

- 4. IN NO CIRCUMSTANCES, EXCEPT UNDER WRITTEN PROTEST, TO GIVE CLEAN RECEIPTS WHERE GOODS ARE IN DOUBTFUL CONDITION.**
- 5. TO GIVE NOTICE IN WRITING TO THE CARRIERS' REPRESENTATIVE OR OTHER BAILEES WITHIN THREE DAYS OF DELIVERY IF THE LOSS OR DAMAGE WAS NOT APPARENT AT THE TIME OF TAKING DELIVERY, AND TO MAKE PROMPT ARRANGEMENTS FOR SURVEY TO BE HELD.**

NOTE:- THE CONSIGNEES OR THEIR AGENTS SHOULD MAKE THEMSELVES FAMILIAR WITH THE REGULATIONS OF THE PORT AUTHORITIES AT THE PORT OF DISCHARGE.

II. SURVEY AND CLAIM SETTLEMENT.

- 1. IN THE EVENT OF LOSS OR DAMAGE WHICH MAY INVOLVE A CLAIM UNDER THIS POLICY OR CERTIFICATE, IMMEDIATE NOTICE OF SUCH LOSS OR DAMAGE SHOULD BE GIVEN TO AND A SURVEY REPORT OBTAINED FROM LLOYD'S AGENTS OR AN AGENT OF THE INSTITUTE OF LONDON UNDERWRITERS OR COMPANY'S REPRESENTATIVE AS STATED IN POLICY.**
- 2. IN THE EVENT OF ANY CLAIM ARISING UNDER THIS POLICY OR CERTIFICATE, REQUEST FOR SETTLEMENT SHOULD BE MADE TO THE REPRESENTATIVE AS AFOREMENTIONED WHO IS/ARE AUTHORISED TO ADJUST AND SETTLE CLAIMS ON BEHALF OF THE COMPANY.**

III. DOCUMENTATION OF CLAIMS.

ANY CLAIM UNDER THIS INSURANCE SHOULD BE SUBMITTED WITHOUT DELAY, ACCOMPANIED BY ALL AVAILABLE SUPPORTING DOCUMENTS, INCLUDING WHEN APPLICABLE :-

- 1. ORIGINAL POLICY OR CERTIFICATE OF INSURANCE.**
- 2. ORIGINAL OR COPY SHIPPING INVOICES, TOGETHER WITH SHIPPING SPECIFICATION AND/OR WEIGHT NOTES.**
- 3. ORIGINAL BILL OF LADING AND/OR OTHER CONTRACT OF CARRIAGE.**
- 4. SURVEY REPORT OR OTHER DOCUMENTARY EVIDENCE TO SHOW THE EXTENT OF THE LOSS OR DAMAGE.**
- 5. LANDING ACCOUNT AND WEIGHT NOTES AT FINAL DESTINATION.**
- 6. CORRESPONDENCE EXCHANGED WITH THE CARRIERS AND OTHER PARTIES REGARDING THEIR LIABILITY FOR THE LOSS OR DAMAGE.**

NOTE:- FAILURE TO COMPLY WITH THE ABOVE INSTRUCTIONS WILL PREJUDICE ANY CLAIM UNDER THIS INSURANCE.