

CARGO CLAIM FORM

Please complete all sections and attach supporting documents

PAGE 1 OF 2 — CLAIM DETAILS

CLAIM REFERENCE NO. (OFFICE USE)

DATE OF CLAIM

TOTAL AMOUNT OF CLAIM (USD)

1 CLAIMANT INFORMATION

CLAIMANT NAME

COMPANY / SHIPPER

MAILING ADDRESS

CITY

STATE

ZIP CODE

PHONE NUMBER

FAX NUMBER

E-MAIL ADDRESS

2 SHIPMENT INFORMATION

VESSEL

VOYAGE NUMBER

VOYAGE DATE

BILL OF LADING NUMBER

DOCK RECEIPT NUMBER, WHEN APPLICABLE

DISCHARGE DATE

DELIVERY DATE

DATE AGENT(S) NOTIFIED

NAME AND ADDRESS OF SHIPPER(S)

3 LOSS / DAMAGE DETAILS

TYPE OF LOSS

☐

Shortage

☐

Damage

☐

Both

DATE AND PLACE LOSS/DAMAGE DISCOVERED

DESCRIPTION OF SHIPMENT AND NATURE OF LOSS/DAMAGE

Note: Damaged goods must be retained and made available to the ocean carrier's representative at the time of settlement.

CARGO CLAIM FORM

Supporting documentation checklist & certification

PAGE 2 OF 2 — DOCUMENTATION & CERTIFICATION

4 REQUIRED SUPPORTING DOCUMENTATION

Check each item enclosed with this claim. See the Cargo Claim Procedure guide for full requirements.

- ☐ This completed Cargo Claim Form — required; separate letters of claim are not accepted
- ☐ Copy of the Ocean Carrier Bill of Lading
- ☐ Complete set of invoices and packing lists for the entire shipment (items in question highlighted)
- ☐ Delivery Receipt from the Port of Discharge
- ☐ Dock Receipt, if applicable
- ☐ Independent Survey report — required if damage/loss exceeds USD \$750.00
- ☐ Discrepancy Certificate (issued by Port Authority or a Government Warehouse)
- ☐ Condemnation or Dumping Certificate (for perishable merchandise)
- ☐ Photographs of damaged goods
- ☐ Copy of written notification to the local office or agent advising of the discrepancy
- ☐ Repair estimate — one (1) estimate required for repairable damage
- ☐ Second repair estimate — required if repair cost exceeds \$1,000, or for vehicle/boat damage
- ☐ Other supporting documentation:

IMPORTANT REMINDERS

- Hidden damage must be reported in writing to the local office or agent within 3 days of cargo receipt.
- Coverage for insured shipments ends 15 days after discharge or delivery of goods, whichever occurs first.
- A statute of limitations of one (1) year applies; other liability limitations may also apply.
- Claims are acknowledged within 3 business days of receipt; most claims are resolved within 90 days.

5 CERTIFICATION

I/We certify that the foregoing statement of facts is true and correct to the best of my/our knowledge.

PRINTED NAME

TITLE

SIGNATURE

DATE

Send this completed form with all supporting documentation to claimteam@kingocean.com.