

GOODS-IN-TRANSIT CLAIM FORM



Every question must be answered fully; the abbreviation n/a should only be used where the question is not applicable. The company does not admit liability by the issue of this form

Insured

Name		Policy no	
Address		Telephone no	

Date and place of occurrence giving rise to loss or damage:

This	day of		20
Time		At	

The merchandise / goods / cargo - describe in full

DETAILS OF LOAD

Description	
Total weight	
Total value of whole load	

DETAILS OF MERCHANDISE/GOODS LOST OR DAMAGED

Description	
Number of packages or articles	
Total weight	

Amount of claim

Value of merchandise/goods lost or damaged	R
Salvage (if any)	R
Gross amount of claim	R
Less excess under policy (if any)	R
Net amount of claim	R

Where available the following should be attached to this form

Invoice or account in respect of the loss or damage	
Original copy of receipt given for the merchandise/goods after loading	
Delivery note obtained when delivering the merchandise/goods	
Any other documents or correspondence received	

If loss is due to theft, pilferage or short delivery state

Address of police station where reported	
Date and time of such report	

If the loss or damage was caused by an accident to the vehicle, please state the following

DETAILS OF THE OWNERS OF THE OTHER VEHICLES INVOLVED

Name		Telephone no	
Address			

DETAILS OF ANY WITNESSES

Name		Telephone no	
Address			

Were details taken by a police officer on the scene?

Was he/she a witness?

Date reported		Case number	
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Address of police station

Was any indication given by the police that you, your driver or any other person might be prosecuted?

Name and address of the consignor(s)

Name and address of the consignee(s)

Circumstances of the loss or damage:

When and where were the goods loaded?	
Who loaded the goods onto the vehicle?	
Did the driver count or check the consignment?	
What documentation was given at time of loading?	
How were the goods packed, stowed and protected and was it in accordance with trade custom?	

Give full details of the journey from the time of loading until the occurrence of the loss or damage and describe the event giving rise to the loss or damage

What action did the driver take immediately after occurrence of loss or damage?

Have consignees accepted delivery?	
Where can the good be inspected?	
Are you the owner or carrier of the goods?	

Was this load carried

By you as principal contractor?	
By you as sub-contractor?	
If so, were you charged premium for insurance of this load?	
By any sub-contractor employed by you?	
If so, please state the name and address of sub-contractor	
Did you charge sub-contractor premium for insurance of this load?	

Registration number of vehicle transporting goods

Did you own the vehicle?	
If not, please state the name and address of owner(s)	

Please state the name(s), address(es) and length of service of driver(s)/employee(s).

Has the driver, to your knowledge, been involved in any other accidents?

If so, give brief details:

I/ we declare the foregoing particulars to be true in every respect.

This	day of	20	
Full name of authorised signatory			
Title / designation of signatory			
Authorised signature			

Documents which must accompany the claim form or to be submitted as soon as possible thereafter:

Original supplier invoice	Original road consignment note / waybill
Endorsed / signed delivery note	Claimant / cargo owner's detailed priced claim
Repair / replacement quotations	Packing list / tally sheet (if available)
Contract/agreement between road carrier & cargo owner	If sub-contracted, contract/agreement between principle contractor and sub contractor
Copies of pro-forma claims against all potential liable parties & their responses	Bill of entry / bill of entry (export) if applicable
Premium declaration / certificate	

If the truck/conveyance was operated and/or owned by the party instituting this claim, kindly also enclose the following documentation

Certified copy of public driving permit	Certified copy of truck registration form
Certified copy of driver's licence	Driver and/or witness statements on fortuity / problems encounter during journey

Note further documents may be required once matter has been studied by and/or our appointed surveyor