

# Standard Loss Notice

## Logistics Claims

### 1. Claimant Information

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### 2. Consignment Details

Shipping Reference / AWB No.: \_\_\_\_\_

Date of Shipment: \_\_\_\_\_

Consignee Name: \_\_\_\_\_

Origin / Pickup Location: \_\_\_\_\_

Destination: \_\_\_\_\_

### 3. Loss/Damage Details

Date & Time of Loss or  
Discovery: \_\_\_\_\_

Location of Loss: \_\_\_\_\_

Description of Loss or  
Damage: \_\_\_\_\_

Estimated Value of Claim: \_\_\_\_\_

### 4. Itemized Details

Item Description	Quantity	Package Type	Declared Value	Nature of Damage/Loss

### 5. Supporting Documents Attached

- Copy of Commercial Invoice
- Copy of Shipping Receipt / AWB
- Photographs of Damaged Goods
- Other Relevant Documents

### 6. Declaration

I hereby declare that the above information is true and accurate to the best of my knowledge.

Claimant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Important Notes

- This form should be submitted as soon as the loss or damage is discovered.
- Incomplete information or missing attachments can cause delays in claim processing.
- Retain all shipping documents and evidence of damage for verification.
- Ensure all supporting documents are clear and legible.