

Incident Report: Marine Cargo Loss Intimation

I. Shipper/Consignor Details

Name:	_____
Company:	_____
Address:	_____
Contact Number:	_____
Email:	_____

II. Consignee Details

Name:	_____
Company:	_____
Address:	_____
Contact Number:	_____
Email:	_____

III. Shipment Details

Bill of Lading Number:	_____
Voyage/Shipment No.:	_____
Date of Shipment:	_____
Origin:	_____
Destination:	_____

IV. Cargo Details

Description of Cargo:	_____
Quantity:	_____
Weight/Volume:	_____
Value:	_____
Packaging Type:	_____

V. Incident Details

Date & Time of Incident:	_____
Location of Incident:	_____
Type of Loss/Damage:	_____
Brief Description of Incident:	_____

VI. Actions Taken

Authority/Surveyor Notified: _____

Date & Time of Notification: _____

Immediate Actions Taken: _____

VII. Documents Attached

- Copy of Bill of Lading
- Commercial Invoice
- Packing List
- Photographs of Damage
- Surveyor/Authority Report
- Other Relevant Documents

VIII. Declaration

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

Reported By: _____

Designation: _____

Signature: _____

Date: _____

Important Notes

- Report the incident to the insurer and concerned parties immediately upon discovery.
- Preserve all evidence and maintain records for assessment and investigation.
- Do not dispose of any damaged items until inspected by the appointed surveyor.
- Attach all supporting documents and correspondence with the intimation.
- Ensure all facts stated are accurate and complete to avoid claim disputes.