

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.