

Standard Lost Goods Claim Form

1. Claimant Details

Full Name

Contact Number

Email Address

Mailing Address

2. Shipment Details

Consignment/Tracking Number

Date of Shipment

Origin

Destination

3. Description of Lost Goods

Describe the lost goods (including brand/model/serial numbers, if any)

Quantity

Declared Value (if any)

Type of Packaging Used

4. Incident Details

Date Loss Was Discovered

Brief Description of Circumstances

Reported to (if applicable, e.g., carrier, police)

Report Reference Number

5. Supporting Documents

List of Attached Documents (e.g., invoice, shipping label, report)

6. Declaration

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

Name of Declarant

Signature

Date

Important Notes

- This form must be completed truthfully and in full; incomplete forms may delay processing.
- Supporting documents such as invoices, shipping documents, and police reports (if applicable) are required to substantiate your claim.
- Submit your claim as soon as possible after discovery of loss; claims filed outside the permitted time frame may not be accepted.
- Investigation of your claim may require additional information or documentation.
- False or fraudulent claims may result in legal action.