

OCEAN MARINE

CLAIMS INFORMATION

DOCUMENTATION NEEDED: (To accompany completed claim form)

- Estimate or invoice showing repair cost if item is repairable
- Statement verifying loss from port authority or customs official whenever possible
- Receipts or documentation for additional freight, tax or duty charges
- If sponsoring institution is different from one on claim form, please give both names

ADDITIONAL DOCUMENTATION NEEDED FOR PERSONAL SHIPMENTS:

- Certificate of insurance
- Packing list with declared values
- Bill of Lading or Airway Bill

Any item worth US\$100 or more, must be itemized with a value on the packing list.

When paying Ocean Marine claims we do not pay replacement cost, but the declared value on the following basis. Valued at the lesser of:

- A The amount shown on the insured's packing list; or
- B Actual cost to repair the merchandise, if repairable; or
- C The cost to replace the damaged or missing merchandise with new merchandise of like kind and quality.

All options shall include the actual cost incurred for freight, taxes and duties incurred in repairing or replacing the merchandise, in addition to the scheduled value, up to the pro-rata share of freight, taxes or duties shown on packing list, if any.

CHECKLIST:

- Date of loss or date of discovery
- Items claimed should match items and values on packing list
- Signature of the insured on claim form