

## **Document Checklist for Marine Claim**

### **Instructions**

- (a) This checklist provides the complete reference list for your claim type;
- (b) Please note the documents are requested on without prejudice basis;
- (c) Check below for the required documentation to support your claim;
- (d) Include only those documents that are appropriate for your claim;
- (e) The required documents must be fully submitted for speedy processing;
- (f) Please note further documents may be requested where necessary.

### **Document Checklist**

#### **Marine Cargo**

1. Original Policy or Certificate of Insurance;
2. Claim bill;
3. Original Bill of Lading or Air Waybill;
4. Copy of Invoice and Packing List or Weight Note;
5. Notice of claim against Carriers, Port Authority, Forwarder and their replies on liability;
6. Port Inward and Outward Survey Report or Airlines Discrepancy/Damage Report (as applicable);
7. Forwarder's Delivery Order;
8. Delivery Receipts such as Carriers' Loading and Discharge Tally Sheets, Containers' Stuffing and Unstuffing Tally Records, Port Integrated Import Documents (applicable for shortages/missing or non-delivery claims);
9. Custom Declaration Form;
10. QC Report on extent of damages and quantities affected (applicable for materials, semi-finished and finished goods);
11. Technical/Damage Report on extent of damages (applicable for machinery);
12. Repair/Replacement Bill(s) where applicable;
13. Fully completed Direct Credit Facility Form;
14. Copy of front page of savings account book or bank statement indicating account holder name and account number;
15. Any additional information and documentary evidence as may be required

**Marine Inland Transit/Goods In Transit**

1. Duly Completed Claim Form;
2. Claim Bill;
3. Police Report (if any);
4. Supplier's Invoice;
5. Supplier's Packing List;
6. Delivery Order;
7. Correspondence exchanges with Forwarder or Transporter on liability;
8. Copy of the contract of carriage/transportation;
9. QC Report to prove extent of damages and quantities affected (applicable for materials, semifinished and finished goods);
10. Technical/Damage Report on extent of damages (applicable for machinery);
11. Repair/Replacement Bill;
12. Fully Completed Direct Credit Facility Form;
13. Copy of front page of savings account book or bank statement indicating account holder name and account number;
14. Any additional information and documentary evidence as may be required

**Effective 1 October 2021, the following documents are required if you are:-**

**Private Limited/ Sendirian Berhad or Public Limited/ Berhad**

1. Copy of Complete Form 24 (Return of Allotment of Shares and Form 49 – Return of Particulars of Directors); **or**
2. Copy of Section 14 – Application for Registration of a Company (“Super Form”), Section 78 – Return of Allotment of Shares (if available) and Section 58 – Notification of change in the Register of Directors (if available); **or**
3. Copy of Latest Annual Return;
4. Copy of NRIC of the Authorised Signatory (Passport if foreigners)

**Sole Proprietorship/ Partnership**

1. Copy of Form A – Registration of Business and Form B – Registration of changes in Business Particulars (for change of owner, if available);
2. Copy of NRIC of the Authorised Signatory (Passport if foreigners)

**Others i.e. Non-Profit Organisation (NPO), Society, Club, Association or Charity (e.g. temple, school, trade union association, charity association, JMB, Beneficial Owner is meant for individuals having executive authority such as Chairman, CEO and/ or Directors**

1. Relevant official document that indicates the names of the Chairman/ President/ CEO and/ or Director eg. meeting minutes of Management Committee etc.;
2. Copy of NRIC of the Chairman/ President/ CEO and/ or Director (Passport if foreigners);
3. Copy of NRIC of the Authorised Signatory (Passport if foreigners)