



# RELIANCE INSURANCE LIMITED

SHANTA WESTERN TOWER (LEVEL-5), 186, TEJGAON INDUSTRIAL AREA  
(TEJGAON-GULSHAN LINK ROAD), DHAKA-1208, BANGLADESH

## IMPORTANT NOTICE

MARINE (CARGO)

### **A. Liability of Carriers, Bailees, or other Third Parties**

*It is the duty of the assured and their agents in all cases, to take such measures as may be reasonable for the purpose of averting or minimising a loss and to ensure that all rights against carriers, bailees or other third parties are properly preserved and exercised in particular, the assured or their agents are required:*

1. To claim immediately on the carriers, port authorities other bailees for any packages that are missing or that cannot be found
2. To apply immediately for survey in the docks by the carriers or other bailees, representatives if any loss or damage be apparent or for any packages discharged defective and to claim on the carriers or other bailees for any loss or damage found at such survey.
3. In no circumstances, except under written protest, to give clean receipts where goods are in doubtful condition.
4. To give notice in writing to the carriers representatives or other bailees within three days of delivery if the loss, damage was not apparent at the time of taking delivery, and to make prompt arrangements for survey to be held.

*Note : The consignees or their Agents should make themselves familiar with the regulation of the port authorities at the port of discharge.*

### **B. Survey and Claim Statement**

1. In the event of loss or damage which may involve a claim under this policy or certificate, immediate notice of such loss or damage should be given to the company and a survey report obtained from the company's representatives approved surveyors stated in the policy.
2. In the event of any claim arising under this policy or certificate request for settlement should be made to the company's office as stated in the Policy.

### **C. Documentation of Claims**

*Any claim under this insurance should be submitted without delay accompanied by all available supporting documents including when applicable:*

1. Original policy of Certificate of insurance.
2. Original or Copy of Shipping Invoices, together with shipping specification and/or weight notes.
3. Original Bill of Lading and/or other Contract of carriage.
4. Survey Report or other documentary evidence to show the extent of the loss or damage.
5. Landing account and weight notes at final destination.
6. Correspondence exchanged with the carriers and other parties regarding their liability for the loss or damage.

*Note : Failure to comply with the above instructions will prejudica any claim under this insurance.*