**Meridian Claims Support**
MARINE CARGO CLAIMS, WORLDWIDE

meridianclaimssupport.com
info@meridianclaimssupport.com
+91 83758 26276 (calls and WhatsApp)

FREE CHECKLIST · FOR CARGO OWNERS, BROKERS, INSURERS AND ADJUSTERS

# Marine cargo claim document checklist

Tick off each document as you collect it. A complete file is the fastest way to a decision, and the first thing a surveyor, insurer or carrier will ask for.

| 1. Insurance | Usually from |
|---|---|
| ☐ Policy or open cover, and the insurance certificate for this shipment | Insured or broker |
| ☐ Declaration of the shipment under the open cover, if any | Insured or broker |
| ☐ Written notice of the loss to the insurer, with date | Insured |
| **2. Trade and transport documents** | |
| ☐ Commercial invoice and packing list | Seller |
| ☐ Sale contract or purchase order, showing the Incoterms rule | Buyer and seller |
| ☐ Bill of lading, sea waybill, air waybill or CMR consignment note (both sides) | Carrier or forwarder |
| ☐ Delivery receipt or equipment interchange receipt, with your remarks | Receiver |
| ☐ Seal numbers at loading and at delivery; container number | Carrier, terminal |
| ☐ Customs entry, port and warehouse receipts, weighbridge or tally records | Agent, terminal |
| **3. Evidence of the loss** | |
| ☐ Photographs and video of the container, seal, packing and goods, with date and place | Receiver |
| ☐ Survey report, or the surveyor's name and appointment letter | Insurer or surveyor |
| ☐ For reefer cargo: temperature records and set point on the booking | Carrier |
| ☐ For theft: police report and report number | Receiver |
| ☐ Laboratory results or samples, for contamination | Surveyor |
| ☐ Correspondence with the carrier, port, warehouse and forwarder | All parties |
| **4. Protecting the recovery** | |
| ☐ Written notice of claim to the carrier (and each party that had the goods), with proof of sending | Receiver or insurer |
| ☐ Time-bar date in the diary, and any written extension from the carrier | Insurer or claimant |
| ☐ Carrier's reply or rejection, if received | Carrier |
| **5. The claim amount** | |
| ☐ Claim calculation: insured value, quantity affected, salvage, deductible, amount claimed | Claimant |
| ☐ Repair, reconditioning, sorting or disposal invoices | Claimant |
| ☐ Salvage sale proceeds or offers | Surveyor |
| ☐ Invoices for costs of reducing the loss (sue and labour) | Claimant |
| ☐ Letter of subrogation, signed when the claim is paid | Insured |

**Deadlines:** free time-bar calculator at meridianclaimssupport.com/time-bar-calculator

Help with a live file: meridianclaimssupport.com/contact

General information only: the policy, the transport documents and the applicable law decide what each claim needs. Meridian Claims Support provides technical insurance, documentation, research and claims-support services. We do not act as insurers, surveyors, lawyers, legal representatives or regulated claims handlers where a licence or local authorisation is required. Legal advice and formal representation should be obtained from appropriately qualified professionals in the relevant jurisdiction.