

To: _____
(Name of Forwarder / Carrier/ Airlines) (運輸公司名稱)

Date: _____ (日期)

Dear Sirs,

(索償通知書)
NOTICE OF CLAIM

We regret to advise that the loss/damage was found in connection with the under-mentioned shipment :

Name of vessel / Flight Nos. : _____
(船名/飛機號碼)

Port of loading : _____
(上貨地點)

Port of discharging : _____
(落貨地點)

Date of arrival (到達日期) : _____

Airway or B/L Nos. : _____
(提單/空運單號碼)

Description of Goods : _____
(貨物名稱)

Nos. of packing (包裝數量) : _____

Description of loss/damage : _____
(損失/損毀狀況)

In consideration of this fact, we hereby declare that we reserve our right to file a claim with you when the details and amount are ascertained.

You are requested to investigate the matter immediately and your earliest reply in writing will be highly appreciated.

Yours faithfully,

(Authorized Signature & Co.'s Chop)

c.c. Sompo Insurance (Hong Kong) Co., Ltd.