

Completing this form will provide us with the preliminary information necessary to review your claim.

Please complete this form accurately and as detailed as possible and send it to your broker for onward transmission to your insurers, Catlin Australia Pty Ltd, trading as Brooklyn Underwriting (Brooklyn).

### Important Information

Please ensure the following steps have been (or will be) taken into consideration:

- Take all reasonable and necessary steps to mitigate any loss or damage to the cargo insured. The reasonable costs of preventing further damages to the cargo insured may form part of a recoverable claim under the applicable policy.
- Please retain any damaged parts for further inspection.
- Please gather and retain any evidence such as photographs, videos, names of witnesses, police reports, notes of protest and the like to support your claim and provide it to us as soon as possible.
- You should not admit liability, assume any obligation, make any payment or offer any settlement without our prior written consent.

### 1. THE ASSURED

Policy Number / Reference: \_\_\_\_\_

Insured's Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

### 2. THE CARGO

Please provide a description of the cargo insured.

\_\_\_\_\_  
\_\_\_\_\_

Please provide a description as to how the cargo insured was packed or prepared for the relevant voyage:  
*(Note – please enclose relevant photographs of the cargo insured after preparation for the relevant voyage, if any.)*

\_\_\_\_\_  
\_\_\_\_\_

Please indicate the terms of sale of the cargo:

CIF      FOB      CFR      Other (Please specify): \_\_\_\_\_



**5. DAMAGE TO / SHORTAGE OF CARGO**

**Shortage of cargo**

Please provide (1) quantity of cargo loaded (2) discharged and (3) quantity of cargo contracted as per B/L provide relevant supporting documentation:

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**6. DOCUMENTATION**

When submitting a claim to us, please ensure (as far as possible) the following documentation has been provided to us:

- Bill of lading/Airway Bill or CMR (as applicable)
- Commercial invoice
- Insurance certificate
- Packing list, if available
- Delivery receipt, if available
- Relevant correspondence with the carrier/ other parties regarding damages to / shortage of cargo and in respect of the resulting liability of the carrier / other parties, if any
- For theft claims, evidence that the incident has been reported to the appropriate authority

**7. EFT PAYMENTS**

(To be completed if you require payment directly into your account)

Account Name: \_\_\_\_\_ Account number: \_\_\_\_\_

Bank Name: \_\_\_\_\_ BSB Number: \_\_\_\_\_

Bank Address: \_\_\_\_\_ Swift Code: \_\_\_\_\_

**8. DECLARATION**

I hereby declare

- that I have read my answers to the questions raised in this form and, to the best of my knowledge and belief, the answers to the foregoing questions, whether in my own handwriting or not, are true and complete.
- that I have not withheld any information which might influence the decision of the Insurer with regard to any aspect of this claim.
- That I have read & understood the Primary Collection Statement above and consent to the collection, storage, use and disclosure of sensitive and personal information of all persons affected by this claim.

I understand that inaccurate or incomplete information may affect my cover under the applicable policy conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Title: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**9. PRIVACY COLLECTION STATEMENT**

Brooklyn is committed to safeguarding and protecting your privacy. We are bound by the provisions of the Privacy Act 1988 (Cth) which sets out the standards to meet in the collection, use and disclosure of personal information. Brooklyn will only collect personal information from you to enable us to quote on and insure your risks and matters incidental thereto, including investigating, processing and managing claims.

We may provide your personal information to others, such as our related bodies corporate, other insurers or our reinsurers, claims investigators, lawyers and other professionals, and government bodies. Some of these recipients may be outside of Australia, such as to the United Kingdom, India, Poland and the United States. Any disclosure outside Australia will be in compliance with the Privacy Act. We will not under any circumstances trade, rent or sell your information.

If you do not provide us with complete, accurate and up-to-date information, we cannot properly assess or manage your claim.

If you provide us with personal information about anyone else, we will rely on you to have told them that you will provide their information to us, to whom we may provide it, the purposes for which we will use it and that they can access it. If the information is sensitive, we rely on you to have obtained their consent on these matters.

If you wish to access or correct your personal information, or wish to raise any concerns as to how we handle your personal information, please write to:

The Privacy Officer  
Catlin Australia Pty Limited  
trading as Brooklyn Underwriting  
Level 28, Angel Place  
123 Pitt Street  
Sydney NSW 2000  
E: [privacyaustralia@axaxl.com](mailto:privacyaustralia@axaxl.com)