

First Notification of Loss/Damage

To: MSIG Insurance (Vietnam) Co. Ltd.

Date

We would like to advise you that we have found the following loss and/or damage to our cargo that is insured under your insurance Policy No.:

Description of consignments	
Invoice No. (copy attached)	
B/L No. (copy attached)	
Voyage	
Date of discharge	
Date of arrival at consignee's warehouse	
Date of survey of damage cargo	
Nature of Damage	<input type="checkbox"/> Breakage <input type="checkbox"/> Theft & Pilferage <input type="checkbox"/> Non-delivery <input type="checkbox"/> Wet damage <input type="checkbox"/> Others:
External condition of goods when delivered	
Description of damage items (Packing No. / Item No. / Item No.)	
How to dispose the damaged goods	<input type="checkbox"/> Repair (Attach copy of repair quotation) <input type="checkbox"/> Irreparable – reasons: (Attach copy of written explanation issued by engineer / QC department) <input type="checkbox"/> Salvage value:
Amount of loss (calculation with breakdown)	

Company stamp with signature