

三井住友海上火灾保险（中国）有限公司

IMPORTANT CLAUSE FOR OP

PROCEDURE IN THE EVENT OF LOSS OR DAMAGE FOR WHICH ASSURERS MAY BE LIABLE

In case of any claim arising on this Policy, the Assurers agree that it shall be settled by the Settling Agents, whose name is stated in the Policy hereto. **Notice of any claim must be given by the holder of the Policy to the said Agents as soon as Practicable.**

In the event of damage, the Agents for Survey whose name is stated in the Policy hereto must be applied to for survey.

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 or other Bailees for any missing packages.**
- 2. In no circumstances, except under written protest, to give clean receipts where goods are in doubtful conditions.**
- 3. When delivery is made by Container to ensure that the Container and its seals are examined immediately by their responsible official.**

If the Container is delivered damaged or with seals broken or missing or with seals other than as stated in shipping documents to cause the delivery receipt accordingly and retain all defective or irregular seals for subsequent identification.

- 4. To apply immediately for survey by Carriers' or other Bailees' Representatives if any loss or damage be apparent and claim on the Carriers or other Bailees for any actual loss or damage found at such survey.**
- 5. To give notice in writing to the Carriers or other Bailees within 3 days of delivery if the loss or damage was not apparent at the time of taking delivery.**

NOTE: The Consignees or their Agents are recommended to make themselves familiar with the Regulations of the Port Authorities at the port of discharge.

FAILURE TO COMPLY WITH THESE INSTRUCTIONS MAY PREJUDICE ANY CLAIM UNDER THIS POLICY

DOCUMENTATION OF CLAIMS

To enable claims to be dealt with promptly, the Assured or their Agents are advised to submit all available supporting documents without delay including when applicable:

1. Original policy or certificate of insurance.
2. Original or copy shipping invoices, together with shipping specification and/or weightnotes.
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.