



兆豐產物保險股份有限公司  
Chung Kuo Insurance Company, Limited

104.01.23 兆產備 11210400016 號函備查

客戶申訴及 24 小時服務專線:0800-053-588

### **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 certified copy of shipping invoices, together with shipping specification and/or weight notes.
- (3) Original or certified copy of 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 port of discharge and final destination.
- (6) Correspondence exchanged with the Carriers and other Parties regarding their liability for the loss or damage.