

# Check List on Receipt of Goods



## PROCEDURE

## WHY?

### 1) Inspection of goods

Inspect all goods on receipt, and note visible damage and shortage on the freight bill/receipt. (Number of packages, type of damage, etc.). Take photos of the truck and cargo if possible. Obtain carriers signature before signing

**NEVER GIVE A CLEAN RECEIPT IN CASE OF VISIBLE DAMAGE/SHORTAGE ON PACKING OR GOODS**

To provide documentary evidence that the damage occurred during transport - i.e. while the insurance policy applied.

To ensure the right of recourse against the transport company, and thereby limit the extent of the damage.

### 2) Claims against transport companies

Inspect the goods immediately after receipt. In case of non-visible damage/shortage, hold the carrier liable in writing. Try to determine the reason to the discrepancies.

Deadlines:

Visible damage: Immediately  
Non-visible damage: Air = 14 days  
Road/rail = 7 days  
Ship = 3 days

The carrier can refuse the claim if these deadlines are not observed.

### 3) Immediate report to If

Report any damage/shortage immediately to If P & C Insurance Co. Ltd, Cargo Claims.  
Phone: +45 36 87 43 90, After office: +45 70 12 12 22  
Fax: +45 36 87 48 78, Email: cargo.claims@if.dk

Gives If the chance to inspect goods quickly and provide assistance/advice with a view to minimize the loss.

### 4) Limitation of damage

Take all necessary steps to minimize the loss and prevent further damage i.e. separate damaged goods from sound.

The policy holder is obliged to do this according to the conditions.

### 5) Written claims to If

Send written specified claims to If, Stamholmen 159, 2650 Hvidovre, Denmark enclosing the following:

- way bill, B/L, airway bill etc. (original)
- commercial invoice
- insurance policy/certificate, if any (original)
- notification of loss against carrier
- delivery receipts / notes
- other relevant correspondence / documents
- survey report, if any
- your bank details

Freight documents are required to show the agreed transport conditions.

Invoice is required to calculate the amount of compensation and to clarify the delivery terms.

The original insurance policy/certificate proves who is entitled to compensation.

Delivery receipts show the condition of the goods upon arrival.

The survey report shows the extent, cause and nature of damage.

IN CASE THESE PROCEDURES ARE NOT FOLLOWED, COMPENSATION MAY BE REDUCED OR REJECTED