



Insurance

GAN Assurances IARD

Member of GROUPAMA Group, incorporated in France

MARINE CARGO CLAIM FORM (For iMail^R Insurance Program of The Hongkong Post)

Please complete this form and submit to **GAN Assurances IARD** as stated on the above address or e-mail to us together with all supporting documents as specified on the overleaf of this Claim Form.

iMail^R Item Barcode No.: _____ Hongkong Post Ref. No.: _____

Date of Posting: _____ Date of Delivery: _____

Sender's Name: _____

Sender's Address: _____

Addressee's Name: _____

Addressee's Address: _____

Claimant's Name: _____

E-mail Address: _____

Tel No.: _____ Fax No.: _____

DETAILS OF CLAIMS

Description of item and nature of loss/damage	Original Invoice / Declared Value	Repair Cost / Replacement Value	Amount of Claim

Total amount of claim HK\$ _____

Describe how the loss or damage occurred _____

DECLARATION

I solemnly declare that to the best of my knowledge and belief the foregoing particulars are true and correct in every respect.

Signature of Claimant _____

Date _____

P.T.O.

To enable claims to be dealt with promptly, the Assured / Claimant must submit all supporting documents without delay to the Company, GAN Assurances IARD.

CLAIM PROCEDURE

1. Report the claim **immediately** to GAN Assurances IARD in writing by completing the Claim Form
2. Submit the following documents together with the completed Claim Form to the Company by post or by E-mail.
 - Acceptance Report for iMail^R service downloaded from the Hongkong Post iMail^R Online Mailing Tool;
 - Original or photocopy of purchasing invoice or receipt of the damaged / lost insured items;
 - Documentary evidence supporting the damaged / lost insured items
e.g. claused receipt and photographs for damaged items;
non-delivery confirmation letter / compensation letter issued by the Hongkong Post;

CLAIMS HANDLING / SETTLING

All matters relating to claims will be handled and payable at Hong Kong directly by:

GAN Assurances IARD

Claims Department

26th Floor, Asia Orient Tower, Town Place,

33 Lockhart Road

Wanchai

HONG KONG

Tel: (852) 2530 0288

Fax: (852) 2877 4281

E-mail: imailr.claims@groupama.com.hk