

ESKOM MARINE CLAIMS PROCEDURE

INDEX refer page 2

AN INTRODUCTION & CONTACT DETAILS
refer page 3

DO'S & DON'TS - on page 4 (This one page document can be printed and handed to Project Persons directly involved with Marine Shipments SEA / AIR / RAIL;/ ROAD)

FURTHER ACTION – on page 5 guides the Marine Representative on what actions to take in the event of a marine

Important guidelines can be found on pages 6 & 7 in this manual noting:

NOTES FOR STOREMAN/PROJECT MANAGER

(These pages too can be separately printed a& handed to the relevant partv/ies to ensure these correct shipment procedures are followed

IMPORTS

Notes on pages 8 to 12 are further categorised to deal with IMPORTS relating to (BREAKBULK CARGO / CONTAINERISED CARGO / AIRFREIGHTED CARGO) and for **CLAIMS HANDLING PROCEDURES & DOCUMENTS** – are further categorised into (LOADING & DISCHARGE FROM VESSEL / AIRFREIGHT / PARCEL POST CONSIGNMENTS / INLAND TRANSITS FOLLOWING AN IMPORT) and This section of the manual ends with some **GENERAL EXPLANATORY NOTES** on what is meant by: (PRIVATE SIDING TRAFFIC & CONTAINERISED CARGO via FCL-(full container load) LCL-(low container loads) GROUPAGE-(less than container loads)

EXPORTS

Refer page 13 for the **GENERAL PROCEDURES & PRACTICES**

GENERAL AVERAGE

Refer page 14 for the **DEFINITION** and on page 15 are the **HANDLING PROCEDURES & DOCUMENTS** to use in the event of a claim

Refer pages 16 to 21 for **NOTIFICATION & PRESCRIPTION PERIODS**

for the various modes of transport relating to Marine. The importance of the Prescription Periods is to ensure that claims are dealt with in a timely manner

Refer '**ANNEXURE A**' for the **ESKOM MARINE CLAIM NOTIFICATION FORM** (to be used when notifying EIMS of a claim)

Refer '**ANNEXURE D**' for the **CONTAINER INSPECTION REPORT (CIR)** (to be completed when a container arrives outwardly damaged)

Refer '**ANNEXURE B**' for the **PRO-FORMA CLAIM NOTICE** (to be used when placing Third Party/ies potentially responsible for the loss/damage on notice at the time of the loss)

Refer '**ANNEXURE C**' for the **PRICE CLAIM NOTICE** (to be used when the claim is quantified and issued to the responsible Third Party/ies)

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Refer website: <http://www.eskom.co.za/c/101/insurance-policies-procedures/> for most updated version / copy of this manual

INTRODUCTION AND CONTACT DETAILS

The following are general guidelines to:

- Sea/Air/ followed by Inland transit shipment general procedures and practises
- Sea/Air / followed by Inland transit claims handling procedures and documents.

This is not intended to be an in-depth explanation of marine insurance, but rather to facilitate the shipment of cargo and the submission of claims.

Eskom Insurance Management Services (EIMS), Division will be willing to assist whenever required.

Contact details are noted below:

ESKOM INSURANCE MANAGEMENT SERVICES (EIMS)

POSTAL ADDRESS:

P.O. BOX 1091
Johannesburg
2001

PHYSICAL ADDRESS:

Megawatt Park
Maxwell Drive
Sunninghill, Sandton, 2196

SWITCHBOARD NO: (011) 800-8111

FACSIMILE NO: (011) 507-5758

WEB SITE ADDRESS: <http://www.eskom.co.za/c/101/insurance-policies-procedures/>

CLUSTER MANAGER

Contact: Beverley Jemaine-Cain
Direct Tel: (011) 800-3331
Email: Beverley.jemaine-cain@eskom.co.za

CLUSTER MANAGER (PROJECTS):

Contact: Dheven Bisetty
Direct Tel: 011 800-2714
Email: dheven.bisetty@eskom.co.za

MARINE CLAIMS CO-ORDINATOR HANDLERS:

- a) **Contact:** (Ms) Sherlott Lekala
Direct Tel: (011) 800 - 5080
E-mail Address: LekalaS@eskom.co.za

Contact: Seretse Radise
Direct Tel: (011) 800-2016
E-mail Address: seretse.radise@eskom.co.za

MARINE CLAIMS MANAGER:

Contact: Simbayi Matsika
Direct Tel: (011) 800-2378
E-mail Address: simbayi.matsika@eskom.co.za

MARINE ACCOUNT EXECUTIVE

Contact: Wiseman Khoza
Direct Tel: (011) 800-3836
E-mail Address: wiseman.khoza@eskom.co.za

For all the required shipping documents as noted within this manual, can be obtained from the Clearing & Forwarding Agents or you can contact Eskom Shipping Department on: -

Contact: Vonani Ntlhabyane
Direct Tel: 011 800 - 3944
Email Address: vonani.ntlhabyane@eskom.co.za

Refer website: <http://www.eskom.co.za/c/101/insurance-policies-procedures/> for most updated version / copy of this manual

IMPORTANT CONSIDERATIONS

DO'S:

- INSPECT packages and containers for any outward, visible, external damage/discrepancies
- ENDORSE THE DELIVERY NOTE ACCORDINGLY e.g. "Seal broken", "(four) 4 Packages damaged and leaking" – please ensure that the date of your endorsement is also noted and signed. Retain a copy for your files.
- ALWAYS KEEP damaged cargo and packing material until Third Parties (i.e. Surveyor, Vessels Agent/Surveyor, Transporter, etc.) have an opportunity to inspect the damaged cargo and the disposal is authorized by EIMS. Retain all documentary evidence of salvage disposal proceedings.
- ACT PROMPTLY in reporting the possible loss to EIMS. It is preferable to notify EIMS of a possible loss immediately, by telephone and then to confirm matters in writing as soon as possible thereafter.
- TAKE PHOTOS if necessary of seals, packaging, damaged cargo etc.

DON'TS:

- EXPRESS an opinion on the packing or on the cause of loss or agree percentage loss with Surveyor
- ACCEPT compromised settlements
- DESTROY or allow destruction of damaged cargo and/or packaging
- GRANT clean receipt to Carriers where doubt prevails over condition of cargo and especially under these circumstances. DO-NOT endorse as "Cargo not checked". State clearly concern and observations.
- ALLOW claims against Carriers to become time-barred by not reporting claims immediately to:

ESKOM INSURANCE MANAGEMENT SERVICES (EIMS)

POSTAL ADDRESS:

P.O. BOX 1091
Johannesburg
2001

PHYSICAL ADDRESS:

Megawatt Park
Maxwell Drive
Sunninghill, Sandton, 2196

SWITCHBOARD NO: (011) 800-8111

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IMPORTANT CONSIDERATIONS CONT.

FURTHER ACTION

It is emphasised that all goods received, should be fully inspected in detail as soon as practicable to establish whether packages have been damaged or are missing.

It is a condition of all Marine Policies that the Insured and/or Agent shall take all 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 Party/ies are properly preserved and exercised. To assist you in lodge a 'Pro-forma Claim Notice' and or 'Price Claim Notice' on all Party/ies, refer to 'ANNEXURE B & C' herein.

EIMS OR THE PROJECT MANAGER TO BE ADVISED IMMEDIATELY

Project Manager to immediately complete and issue a Pro-forma Claim Notice to the responsible Contractor/Supplier per the standard letter form, noted as 'ANNEXURE B & C' attached herein. Thereafter, to complete the Eskom Marine Claim Notification Form, refer 'ANNEXURE A' herein and to fax/email directly to EIMS.

TO NOTIFY IN WRITING the relevant Party/ies as follows:

- The Clearing Agent must be instructed to lodge a Pro-forma Claim Notice with all Party/ies involved.
- If Eskom independently appointed, the Road Haulier to deliver the goods. The Eskom Division/Project Team involved, to immediately lodge the Pro-forma Claim Notice (refer ANNEXURE B & C herein)
- If Eskom independently appointed, Spoornet to lodge a claim with the Rail Claims Inspector's Office. The Eskom Division/Project Team involved, to immediately lodge the Pro-forma Claim Notice (refer 'ANNEXURE B & C' herein)
- Export Claims – To refer to the Insurance Certificate for contact details or contact EIMS immediately

On advising EIMS of a claim; a decision will be made if a survey is required. In the event of a survey being organised, the appointed Surveyor's details would be accordingly advised by EIMS.

N.B It is important that the Railway Claim Inspector, Shipping Line Inspector, Insurance Company's Surveyor and any other Party against whom a claim may be lodged may be given the opportunity to inspect the goods and inspect the packing at the earliest possible time. It is preferable if these various Parties inspect the goods at the same time so that they may mutually agree on the extent of the loss and/or damage.

N.B Since the Insured has the duty to mitigate damage; this may also involve immediate unpacking for safety and or other necessary precaution to avoid further damages / losses.

In addition, certain documentation as noted in this manual (refer Eskom Marine Claim Procedures on page 1 for the quick find) has to be secured / completed per type of shipment. This will be required by Insurers in support of the claim to enable them to handle the claim promptly.

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At all times, correct and prompt action is to be taken, to prevent delay, possible repudiation of claims or unsatisfactory settlements. The following standard procedures must be undertaken by the Insured directly or in conjunction with their Clearing & Forwarding Agents.

NOTES FOR STOREMAN / PROJECT MANAGER

GENERAL PROCEDURES AND PRACTICES

IMPORTS – RECEIPT OF CARGO AT SITE / STORES / WAREHOUSE

1. Relating to shipments via imports (followed by inland transit) per the following:
 - Break Bulk Cargo
 - Airfreight Cargo
 - Containerized Cargo via –
 - FCL (Full container load)
 - LCL (Less than container loads)
 - GROUPE (Low container loads)
2. Upon arrival of one or more consignments at your Warehouse/Site;
 - a) Always check that the marks and numbers match with the delivery/consignment note and shipping documents.
 - b) Note the details on the delivery/consignment note – check if correct to prevent cross deliveries of the cargo or cargo being delivered incorrectly to your Warehouse/Site.
 - c) Endorse/ Record / Write on the delivery /consignment note – if the cargo / packages are damaged / missing and retain a copy of for your records.

N.B Do not endorse 'cargo not checked' – when you are in doubt about the condition of cargo. Recheck the cargo and state your concerns/observation about possible damage, e.g. "packaging torn / damaged".

NOTE Do not allow any other endorsements / notes that appear on the delivery / consignment note to prevent you from endorsing the delivery / consignment note as you deem fit (your views to be clearly recorded for insurance purposes).

- a) To place to one side in the Warehouse/on-Site, the container seals / damaged cargo / packages for subsequent inspection by carriers and/or Insurer's Surveyor.
- b) If Packages that were received are outwardly sound but upon opening are found to be damaged or discrepant:

N.B The cargo / packages should also be placed to one side in the Warehouse/on-Site. If the value of the cargo exceeds R100,000,00 to immediately stop/discontinue the unpacking operation and to advise Clearing and Forwarding Agents / Transnet / Spoornet / Road Carriers / EIMS, for them to immediately arrange an inspection of the damaged cargo / packaging. Therefore retain the cargo as well as the packing material

2. Immediately inform EIMS of:
 - (a) Damaged and/or discrepant packages / cargo
 - (b) Packages / Items that are short/missing
 - (c) As per the Eskom Marine Claim Notification Form, (refer 'ANNEXURE A' herein).
 - (d) Than to immediately fax or email the above form to the Project Team or EIMS (refer page 3 for listed contact details).

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Have the following **CLAIM DOCUMENTS**, available for EIMS to facilitate efficient and effective claims handling services:

NOTES FOR STOREMAN / PROJECT MANAGER CONT.

BREAK BULK CARGO SHIPMENTS

- Eskom Marine Claim Notification Form – (refer 'ANNEXURE A' herein)
- Negotiable Bill of Lading (original - not a copy)
- Full set of Supplier's Invoices
- Packing Specifications (if any)
- Bills of Entry (custom stamped)
- SARS document
- Customs worksheet
- Endorsed delivery/consignment note in case of short/missing/damaged packages
- Copy of Pro-forma Claim Notices and/or Priced Claim Notice lodged against all the responsible parties, for e.g. Vessel's Agents / final Carrier as noted on 'ANNEXURE B & C' herein.
- If by sea – a Portnet Examination Slip, called 'The Examinations Slip' or a (T896) (if applicable)
- If by rail - Spoornet Examination Voucher (if applicable)
- Copy of Clearing & Forwarding Agent's invoice/statement account
- Landing Delivery and Forwarding Order (LDFO)
- Delivery note (Spoornet, Transnet or Others) duly endorsed
- Certificate of Origin (DA59)

AIRFREIGHT SHIPMENTS

- Eskom Marine Claim Notification Form – (refer 'ANNEXURE A' herein)
- Original Airway Bill (original not copy)
- Full set of Supplier's Invoices
- Packing Specifications (if any)
- Bills of Entry (custom stamped)
- SARS Document
- Customs Worksheet
- Delivery note duly endorsed
- Copy of Pro-form Claim Notice and or Price Claim Notice lodged against all the responsible parties, for e.g. the Airline / final Carrier as noted on 'ANNEXURE B & C' herein.
- Copy of Clearing & Forwarding Agent's invoice / statement account
- Certificate of Origin DA59.

CONTAINERIZED SHIPMENTS via –

FCL (Full container load) - **LCL** (Less than container loads) - **GROUPAGE** (Low container loads)

- Eskom Marine Claim Notification Form – (refer 'ANNEXURE A' herein)
- Negotiable Bill of lading (original not copy)
- Full set of Supplier's Invoices
- Packing Specifications (if any)
- Bills of Entry (customs stamped)
- Certificate of non-receipt in case of short received packages
- Landing delivery and forwarding orders (LDFO)
- Copy of Pro-Forma or Priced claim lodged against the responsible Third Parties refer 'ANNEXURE B & C' herein
- Container Inspection Report(CIR)
- Delivery Note duly endorsed
- Copy of Clearing & Forwarding Agent's Invoice/statement account

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- Certificate of Origin (DA59)
- Damaged, Ullaged or Broached Package Report (DUBPR)
- Container Terminal Cargo Release Order (CTO)
- SA Container Depot Inspection Report (T676) or Haulier's Report

IMPORTS

GENERAL PROCEDURE AND PRACTICES:

Receipt of cargo at site / stores / warehouse; on shipments (followed by inland transit) per the following modes of transport:

1. **Break Bulk Cargo**
2. **Airfreight Cargo**
3. **Containerized Cargo** via –
 - FCL** (Full container load)
 - LCL** (Less than container loads)
 - GROUPAGE** (Low container loads)

1. Upon arrival of one or more consignments at the Loading Port/Discharge Port/Warehouse/Site

- a) Always check that the marks and numbers match with the delivery / consignment note and shipping documents.
- b) Note the details on the delivery/consignment note – check if correct to prevent cross deliveries of the cargo, or cargo being delivered incorrectly to your Site / Warehouse
- c) Endorse / Record / Write on the delivery/consignment note – if the cargo/packages are damaged / missing and retain a copy for your records.

N.B Do not endorse 'cargo not checked' when you are in doubt about condition of cargo. Rather check cargo and state your concerns/observations about possible damages, e.g. "packaging torn/damaged"

NOTE: Do not allow any other endorsements / notes that appear on the delivery/consignment note, to prevent you from endorsing the delivery / consignment note as you deem fit (your view to be clearly recorded for insurance purposes)

- d) To place to one side in the Warehouse/ On Site, the container seals/damaged cargo/packages for subsequent inspection by carriers and/or Insurer's surveyor.
- e) If packages that were received are outwardly sound but upon opening are found to be damaged or discrepant: The cargo / packages should also be placed to one side in the Warehouse / On-Site. If the value of the cargo exceeds R100 000-00 to immediately stop/discontinue the unpacking operation and to advise Clearing & Forwarding Agents / Transnet / Spoornet / Road Carriers / EIMS. For them to immediately arrange an inspection of the damaged cargo / packaging. Therefore retain the cargo as well as the packing material.

2. Immediately inform EIMS of:

- a) Damaged and/or discrepant packages/cargo
- b) Packages / Items that is short / missing
- c) As per the Eskom Marine Claim Notification Form provided herein (refer 'ANNEXURE A') and this to be immediately, faxed or emailed to your Project Team or EIMS.

EIMS to immediately issue a Pro-forma Claim Notice to responsible Contractor/Supplier per the standard letter, refer 'ANNEXURE B' herein.

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IMPORTS CONT.

NOTIFY IN WRITING the relevant Party/ies as follows:

- The Clearing & Forwarding Agent must be instructed to lodge a pro-forma claim with all party/ies involved
- If Eskom independently appointed the Road Haulier to deliver the goods. The Eskom Division/Project Team to lodge the Pro-forma Claim Notices (refer 'ANNEXURE B & C' herein)
- If Eskom independently appointed Spoornet, to lodge with the Rail Claims Inspector's Office. The Eskom Division/Project Team to lodge the Pro-forma Claim Notices, (refer 'ANNEXURE B & C' herein)
- Export Claims – To refer to Insurance Certificate for contact details or contact EIMS immediately

On advising EIMS of a claim – a decision will be made if a survey is required. In the event of a survey, the appointed Surveyor's details would be accordingly advised.

N.B It is important that the Railway Claim Inspector, Shipping Line Inspector, Insurance Company's Surveyor and any other party against whom a claim may be lodged may be given the opportunity to inspect the goods and inspect the packing at the earliest possible time. It is preferable if these various parties inspect the goods at the same time so that they may mutually agree on the extent of the loss and/or damage.

N.B Since the Insured has the duty to mitigate damage; this may also involve immediate unpacking for safety and or other necessary precaution to avoid further damages / losses.

CLAIMS HANDLING PROCEDURES & DOCUMENTS

Have the following CLAIM DOCUMENTS, available for EIMS to facilitate efficient and effective claims handling service on:

CARGO LOADING AND DISCHARGE FROM VESSEL

Break-bulk cargo lost or found damaged

- Eskom Marine Claim Notification Form – (refer 'ANNEXURE A' herein)
- Original Bill of Lading
- Full set of Supplier's Invoices
- Packing Specifications
- Bills of Entry
- SARS Document and Customs Worksheet
- Certificates of Non-Receipt in case of short-landed and/or short-delivered
- Copy of the Pro-form Claim Notice and a Full Priced Claim Notice lodged against the Vessel's Agents and other Third Party/ies (refer 'ANNEXURE B & C' herein)
- Port Examination Slip (T896) (If applicable)
- Transport Services (T674) 'Examination Voucher' (If applicable)

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- Clearing & Forwarding Agents invoice / Statement account
- Landing Delivery and Forwarding Order (LDFO)
- Transport Services Delivery Note or other Carrier's Delivery Note
- Certificate of Origin (DA59)

IMPORTS CONT.

AIRFREIGHT SHIPMENTS

- Eskom Marine Claim Notification Form – (refer 'ANNEXURE A' herein)
- Air Waybill (Original)
- Full set of Supplier's Invoices
- Packing Specification
- Bill of Entry
- Customs Worksheet
- SARS Documents
- Certificate of Non-Receipt in case of Short –Delivered cargo
- Delivery Note (duly endorsed)
- Copy of the Pro-form Claim Notice and a Full Priced Claim Notice lodged against the Vessel's Agents and other Third Party/ies (refer 'ANNEXURE B & C' herein)
- Clearing & Forwarding Agents invoice / Statement account
- Certificate of Origin (DA59)

PARCEL POST SHIPMENTS

- Eskom Marine Claim Notification Form – (refer 'ANNEXURE A' herein)
- Copy of the Pro-form Claim Notice and a Full Priced Claim Notice lodged against the Vessel's Agents and other Third Party/ies (refer 'ANNEXURE B & C' herein)
- Post Office Slip/Receipt (DULY endorsed)
- Supplier's Invoice
- Supplier's packing list (if applicable)
- Copy of Insurance Declaration

In the event of the non-arrival of an overseas parcel an official Post Office Form must be completed and returned to the Post Office. This form requires the date on which the parcel was sent as well as the receipt number which must be obtained from the Supplier. A copy of this form should also be sent to EIMS, together with details of the claim. It should be noted that the Post Office does not accept liability on parcels emanating from outside the country.

INLAND TRANSIT following an import

Follow procedures noted herein on pages 6 & 7, under Warehouseman & Project Manager.

- Eskom Marine Claim Notification Form – (refer 'ANNEXURE A' herein)
- Detailed Priced claims lodged against the Carrier
- Carrier's Delivery Receipt / Consignment Note (DULY endorsed)
- Full set of Supplier's Invoices
- Detailed Packing Specification (If applicable)
- Copy of the Carrier's response
- **IF involved in a ACCIDENT / HIJACKING the following is required:**

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- Drivers Statement
- Police report or case number
- For export via cross board the Waybill or Manifest is required

IMPORTS CONT.

GENERAL EXPLANATORY NOTES

PRIVATE SIDING TRAFFIC / RAIL TRANSIT SHIPMENTS to final destination

ADVISE EIMS IMMEDIATELY

In terms of the Spoornet regulations, cargo consigned to/or from a private siding is conveyed at 'owner's risk'. This implies that Spoornet do not accept liability for any loss or damage to the goods. However, it is important that EIMS lodge claims against Spoornet (refer 'ANNEXURE B & C' herein) or to request a claim form, from Spoornet, fill in and submit, with the required documents. This is relevant, as there are circumstances in which Spoornet may be liable despite the owner's risk conditions. By lodging such claims, EIMS are safeguarding any rights of recovery which their Insurers may have against Spoornet.

CONTAINERISED SHIPMENTS

The responsibilities and liabilities of the several parties involved in the movement of the containers differ in each case and must be considered separately i.e.

- a. **FCL** (Full container load)
 - b. **LCL** (Less than container loads)
 - c. **GROUPAGE** (Low container loads)
-
- a. **FCL** (Full container load)

Usually an FCL service is on a door-to-door basis, which means that the container is packed and sealed by the Supplier / Shipper, and is unpacked by the Importer at his premises.

The Carrier(s) who contract to transport the container from the place of acceptance to final destination may have no liability for any loss or damage to the cargo unless the container number is different, the container seal is broken or its number differs from that shown on the Bill of Lading, or the container itself shows signs of damage.

Therefore on receipt of a container the receiver must:

- | | |
|--------------|--|
| CHECK | the container number for discrepancy. |
| CHECK | interior and exterior of the container including doors, for damage and if any is found, endorse the delivery receipt accordingly. |
| CHECK | the container seal to ensure that the seal is not broken and that the number corresponds with the Bill of Lading or other shipping document. If a discrepancy of the seal is discovered, then the delivery receipt must be endorsed accordingly. |

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COMPLETE the (CIR) Container Inspection Report (refer 'ANNEXURE D' herein)

The identification of the carrier in whose custody the discrepancy arose will be disclosed by inspection of the container interchange reports which are completed at each point at which the container changed hands. The Carrier will, prima facie, be responsible, and a Pro-form Claim Notice and or Priced Claim Notice (refer 'ANNEXURE B & C' herein) should be lodged against him as soon as possible. The Importer's Clearing Agent will be able to assist in this rather complex investigation.

IMPORTS CONT.

Note "Retain all broken and/or irregular seals and intact seals to further substantiate your claim(s) against Insurers and respective third parties.

GENERAL EXPLANATORY NOTES CONT.

b. LCL(less than container loads)

LCL (less than container loads) - claims are submitted against the container operator, whose name appears on the face of the Bill of Lading.

As regards cargo found damaged, transported in a LCL (less than container loads), the LCL Depot Operator should have issued a "Damaged, Ullaged, Broached, Package Report" (DUBPR) and a copy of this should be included with the claim documents.

c. GROUPAGE (low container loads)

GROUPAGE CARGO (low container loads) – claims are submitted against the Groupage Agent, whose name appears on the face of the house Bill of Lading.

On arrival of the container at South African Container Depot (SACD), for devanning (breaking up) of the consignment, for distribution via; road / rail to (Eskom warehouse / site) at final destination. If the cargo is missing / damaged at this point, SACD will inform the Clearing & Forwarding Agents and they will in turn inform the Importer / EIMS accordingly. Then the procedures noted above must be followed.

EXPORTS

GENERAL PROCEDURES AND PRACTICES

In the event of a claim arising, prompt action should be taken to avoid inevitable frustration of delay, possible repudiation of claims, or unsatisfactory settlements. The preliminary steps must be taken by the consignees in conjunction with the surveyors nominated on the Insurance Certificate. This states that; immediate notice should be given to the nominated Surveyors at the port or place where the loss or damage is discovered, in order that they may examine the goods and issue a survey report.

Full co-operation must be given to the Surveyor who will collect the necessary shipping documents, and complete his investigation / report. This survey report will be forwarded to EIMS (see details below) for further administration.

The survey fee is customarily paid by the Claimant and included in the valid claim against the Insurer. Attention is drawn to the provisions of the "Liability of Carriers, Bailees or Other Third Parties" clause. The procedure thereon must be adhered to. The clause appears upon the reverse side of the Certificate of Insurance.

Should a problem arise please contact EIMS on the following details;

Eskom Insurance Management Services (EIMS)

POSTAL ADDRESS:

P.O. BOX 1091
Johannesburg
2001

PHYSICAL ADDRESS:

Megawatt Park
Maxwell Drive
Sunninghill, Sandton, 2196

SWITCHBOARD NO: (011) 800-8111

FACSIMILE NO: (011) 507-5758

WEB SITE ADDRESS: <http://www.eskom.co.za/c/101/insurance-policies-procedures/>

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GENERAL AVERAGE

DEFINITION

This only occurs with ocean voyages and has been defined as:-

“An extraordinary sacrifice or expense, reasonably and voluntarily made or incurred in time of general period, for the benefit of the adventure as a whole”

This relates to actions taken by the master of the vessel when the vessel and/or crew is at risk, whereby part of the cargo could be deliberately sacrificed or extra expense incurred to save the voyage.

Examples of sacrifice or extra expenses are:-

1. General Average Expense:-

Expenditure incurred when the vessel is towed to port of refuge after machinery breakdown or fire on board.

2. General Average Sacrifice:-

Deck cargo thrown overboard to lighten the vessel when extremely heavy weather is encountered.

Should this occur then the Ship-owner, or Charterer, has a lien ('owns') on the cargo, or what is left of it, until a trust fund has been established to meet the additional expenses and/or the cost of the cargo sacrificed. During this time the Consignee e.g. (Supplier or Eskom) would not be able to take delivery of the goods.

When General Average is declared, the Consignee is required to sign a **General Average Bond** whereby one agrees:

- To abide to the decision of the Average Adjuster
- To the ship-owner drawing upon the general fund immediately (subject to the Average Adjuster's agreement) in respect of general average disbursement, and
- To be liable for the proper proportion due in respect of his general average contribution

Attached to the Bond would be a **General Average Valuation Form** whereby the Consignee is required to provide the Ship-owner details of their cargo as follows:

- Quantity
- Description
- Invoice value
- Insured value.

The Consignee is also required to pay a General Average deposit, which is based on the Ship-owner's and Average Adjuster's estimate of costs / values lost and would be based on the value of the Consignees cargo compared to the total value of the vessel freight cargoes and containers on board. The Ship-owner will normally be prepared to accept an insurance policy or bank guarantee instead of a cash deposit.

Refer website: <http://www.eskom.co.za/c/101/insurance-policies-procedures/> for most updated version / copy of this manual

GENERAL AVERAGE CONT.

HANDLING PROCEDURES

In the event of a General Average being declared and notification is given by either your Clearing & Forwarding Agent or overseas Consignees, immediate notice should be given to EIMS who will monitor the situation and render all necessary assistance as regards to documentation and the under noted procedures.

1. The Clearing Agent should:-
 - Immediately notify the Importer
 - Obtain from the vessel's Agents:-
 - General Average Bond Form
 - General Average Guarantee Form

2. The Importer / Consignees should according to the **INCOTERM** purchased immediately notify EIMS without any delay. EIMS will advise about the General Average documentation required which is obtainable from the Clearing & Forwarding Agents –
 - Negotiable Bill of Lading or similar
 - Combined Transport Bill of Lading
 - Complete set of Suppliers Invoices
 - Packing List (if applicable)
 - Original Certificate of Insurance (if applicable)

CASH DEPOSIT

In the unusual event of a cash deposit being required in lieu of the General Average Guarantee, Insurers approval to such payment should first be obtained.

TOTAL LOSS

If the Vessel is involved in an occurrence which results in the cargo being totally lost: -

Advise EIMS immediately.

Obtain from the Clearing & Forwarding Agents the following documents: -

- (a) Negotiable Bill of Lading or similar
- (b) Combined Transport Bill of Lading
- (c) Complete set of Suppliers Invoices
- (d) Packing List (if applicable)
- (e) Original Certificate of Insurance (if applicable)
- (f) Freight Invoices
- (g) Price claims lodged with all third party/ies

Refer website: <http://www.eskom.co.za/c/101/insurance-policies-procedures/> for most updated version / copy of this manual

NOTIFICATION AND PRESCRIPTION PERIODS

1. CONTAINERISED CARGO

	Notification Period	Prescription Period
FCL (Port to Port)	3 Days time period - in practice and in terms of Carriers' BL's, notification should be made: <ul style="list-style-type: none"> - On release of the cargo from their custody for visible damages; - Within 3 days for concealed damages 	<ul style="list-style-type: none"> - 1 year provided that Hague, Hague Visby rules apply; - 9 months if the terms and conditions of a Carriers' B/L applies i.e. Hague / Hague Visby rules do not apply
FCL (Combined Transport)	3 Days from date of delivery by Carrier - in practice and in terms of Carriers' BL's, notification should be made: <ul style="list-style-type: none"> - on release of the cargo from their custody for visible damages; - within 3 days for concealed damages 	<ul style="list-style-type: none"> - 9 Months
LCL Shipments	3 days is the theoretical time • period - in practice and in terms of Carriers' BL's, notification should be made: <ul style="list-style-type: none"> - on release of the cargo from Carriers' / Unpack Depots' custody for visible damages; - within 3 days for concealed damages 	<ul style="list-style-type: none"> - 9 Months

Groupage Shipments	<p>Subject to the House B/L requirements but according to SA Freight Forwarders Association STC's usually notification should be made:</p> <ul style="list-style-type: none"> - on release of the cargo from their custody for visible damages / discrepancies by means of endorsement of the relevant cargo delivery note (POD); <p>AND</p> <ul style="list-style-type: none"> - written notification within 5 days confirming any loss for local shipments and / or - written notification within 14 days confirming any loss for international shipments 	<ul style="list-style-type: none"> - 9 Months <p>It is important to note that SA Freight Forwarders claims ex groupage shipments only arise when the consignment is unpacked. As this unpacking occurs inland, a nine month time bar period will apply in the majority of cases.</p>
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NOTIFICATION AND PRESCRIPTION PERIODS CONT.

2. CONTAINER DEPOTS

	Notification Period	Prescription Period
<ul style="list-style-type: none"> - <u>South African Container Depots</u> - <u>Confreight Cargo Management Centre (CMC)</u> 	<p>Subject to terms and conditions of the contract of carriage / appointment of the depot notification should be made:</p> <p>on release of the cargo from their custody for visible damages / discrepancies by means of endorsement of the relevant cargo delivery note (DN);</p> <p>AND</p> <ul style="list-style-type: none"> - written notification within 60 days confirming any loss; - 60 days for Container Operators once they have been made aware of such loss. 	<ul style="list-style-type: none"> - 1 Year and 30 days after incident resulting in the loss
Container Logistics	<p>Subject to terms and conditions of the contract of carriage / appointment' of the depot notification should be made:</p> <ul style="list-style-type: none"> - on release of cargo 	

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	<p>from custody for visible damages/discrepancies by means of endorsement of the relevant cargo delivery note (DN);</p> <p>AND</p> <ul style="list-style-type: none"> - written notification within 30 days confirming any loss; - 30 days for Container Operators once they have been made aware of any such loss. 	<ul style="list-style-type: none"> - 1 Year after incident resulting in the loss
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NOTIFICATION AND PRESCRIPTION PERIODS CONT.

3. HAULAGE CONTRACTORS

	Notification Period	Prescription Period
Generally subject to contact of carriage	<p>Notification periods are particularly short and require written notification within 24 to 48 hours of the loss</p> <p>To be safe, notification should be made: on release of the cargo from custody for visible damages / discrepancies by means of endorsement of the relevant cargo delivery note (POD);</p> <p>AND/OR where notified of a loss but no cargo has been delivered</p> <ul style="list-style-type: none"> - written notification within 24 hours to 5 days (depending on the contractor) for domestic transporter <p>AND/OR</p> <ul style="list-style-type: none"> - written notification within 24 	3 Years in South Africa

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	hours to 14 days (depending on the contractor) for international transporter	
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4. PARCEL POST

	Notification Period	Prescription Period
Generally subject to contract of carriage	Notification should be made: <ul style="list-style-type: none"> - on release of the cargo from custody for visible damages / discrepancies by means of endorsement of the relevant cargo delivery note (DRO); 	1 Year from date of Postage

NOTIFICATION AND PRESCRIPTION PERIODS CONT.

5. BREAK-BULK CARGO

Break-Bulk (Port to Port)	3 days is the theoretical time period - in practice and in terms of Carriers' B/L's, notification should be made: <ul style="list-style-type: none"> • on release of the cargo from their custody for visible damages; • within 3 days for concealed damages 	In general: <ul style="list-style-type: none"> - 1 year provided that Hague, Hague Visby rules apply; - Could be 9 months if the terms and conditions of a Carriers' B/L does not apply Hague / Hague Visby rules
Break-Bulk Transport (Combined)	3 Days from date of delivery by Carrier - in practice and in terms of Carriers' B/L's, notification should be made: <ul style="list-style-type: none"> • on release of the cargo from custody for visible damages; • within 3 days for concealed damages 	- 9 Months

6. SPOORNET

- CX (Containerisation) - TX (Break-Bulk)	No specific time limit of notification is indicated,	In general: <ul style="list-style-type: none"> - Priced claim to be lodged
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	<p>however, their STC's are worded as follows: "It will be in the interests of the claimant to IMMEDIATELY report discrepancy, loss or damage to Spoornet telephonically in order to arrange for inspection of the goods, and to obtain an incident number from Spoornet." "</p> <p>In practice, notification should be made:</p> <ul style="list-style-type: none"> • on release of the cargo from custody for visible damages; • within 7 days for concealed damages • A fully priced claim is to be submitted within 180 days from the date when the goods ought to have reached or reached their final destination. 	<p>within 180 days</p> <ul style="list-style-type: none"> - Prescription period is 3 Years
- PX	<p>Notification should be made:</p> <ul style="list-style-type: none"> - On release of the cargo from their custody 	- 3 Years

NOTIFICATION AND PRESCRIPTION PERIODS CONT.

7. AIRFREIGHT (per IATA Carriers)

Damages	<p>Notification should be made:</p> <ul style="list-style-type: none"> - Visible damages / discrepancies – on release of the cargo from their custody by means of endorsement of the relevant cargo delivery note / Bill of Entry and a test mass should be taken; <p>OR</p> <ul style="list-style-type: none"> - Concealed damages - written notification within: <ul style="list-style-type: none"> o 7 days for baggage; o 14 days for cargo; <p>OR</p> <ul style="list-style-type: none"> - Short landing - written notification within 120 days <p>OR</p> <ul style="list-style-type: none"> - Delay – written notification within 21days 	- 2 years
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8. Notes and comments

Refer website: <http://www.eskom.co.za/c/101/insurance-policies-procedures/> for most updated version / copy of this manual

The notification of discrepancies in cargo has become a particularly thorny issue amongst Carriers who will apply the rules of notification religiously in order to ensure that their rights are not prejudiced by any claim.

8.1 In respect of Ocean Carriage, the terms and conditions of "The Carriage of Goods by Sea Act of 1986, Paragraph 6 of Article III", the following should be adhered to:

9. Article 11/ - Paragraph 6

9.1 Unless notice of loss or damage and the general nature of such loss or damage be given in writing to the carrier or his agent at the port of discharge before or at the time of the removal of the goods into the custody of the person entitled to delivery thereof under the contract of carriage, or, if the loss or damage be not apparent, within three days, such removal shall be prima facie evidence of the delivery by the carrier of the goods as described in the bill of lading.

The notice in writing need not be given if the state of the goods has, at the time of their receipt, been the subject of joint surveyor inspection.

Subject to paragraph 6bis the carrier and the ship shall in any event be discharged from all liability whatsoever in respect of the goods, unless suit is brought within one year of their delivery or of the date when they should have been delivered. This period may, however, be extended if the parties so agree after the cause of action has arisen.

In the case of any actual or apprehended loss or damage the carrier and the receiver shall give all reasonable facilities to each other for inspecting and tallying the goods.

NOTIFICATION AND PRESCRIPTION PERIODS CONT.

6bis An action for indemnity against a third person may be brought even after the expiration of the year provided for in the preceding paragraph if brought within the time allowed by the law of the Court seized of the case. However, the time allowed shall be not less than three months, commencing from the day when the person bringing such action for indemnity has settled the claim or has been served with process in the action against him.

9.2 Air Carriage, the terms and conditions of Carriage by Air Act No 17 of 1946, Article 26 refers to the following:

Article 26

- a. Receipt by the person entitled to delivery of luggage or goods without complaint are prima facie evidence that the same have been delivered in good condition and in accordance with the document of carriage.
- b. In the case of damages, the person entitled to delivery must complain to the carrier forthwith after the discovery of the damage, and, at the latest, within seven days from the date of receipt in the case of baggage and fourteen days from the date of receipt in the case of cargo. In the case of delay the complaint must be made at the latest within twenty-one days from the date on which the baggage or cargo have been placed at his disposal.

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- c. Every complaint must be made in writing upon the document of carriage or by separate notice in writing dispatched within the times aforesaid.
- d. Failing complaint within the times aforesaid; no action shall lie against the carrier; save in the case of fraud on his part.

ANNEXURE A

ESKOM MARINE CLAIM NOTIFICATION FORM

and

PROCEDURES TO FOLLOW IN THE EVENT OF A CLAIM

IN THE EVENT OF A LOSS/DAMAGE – THE TWO PAGES BELOW CAN BE PRINTED & COMPLETED. ONCE DONE TO FORWARD TO ESKOM INSURANCE MANAGEMENT SERVICES (EIMS) to facilitate efficient and effective claims handling services.

ESKOM MARINE CLAIM NOTIFICATION FORM

TO: ESKOM INSURANCE MANAGEMENT SERVICES (EIMS)

ATT: SIMBAYI MATSIKA - **TEL:** 011 800-2378 - **EMAIL:** simbayi.matsika@eskom.co.za

EXCESS / DEDUCTIBLE: (Effective until 31 March 2011, unless specified differently in Contract)

- If shipment related to Distribution Projects/Contracts -
10% of loss, min R100,000-00, max R250,000-00.
- If shipment related to Contracts covered by the 'Floater Works' policy –
10% of loss, min R100,000-00, max R1,000,000-00
- If shipment related to other Contracts covered by the 'Annual' CAR policy –
10% of loss, min R100,000-00, max R500,000-00

To notify EIMS of claim immediately to EIMS regardless of the deductible

CLAIM SURVEY: Is only required if a claim is expected to exceed R50,000-00

CONTACT NAME OF CONTRACTOR / SUPPLIER: _____ ESKOM PROJECT/CONTRACT NO: _____ ESKOM PROJECT REPRESENTATIVE: _____ CONTRACT/SUPPLIER CLAIM REF NO: _____ TEL: _____ FAX: _____ EMAIL ADDRESS: _____ ESKOM COST CENTRE NO: _____ <u>DESCRIPTION OF CIRCUMSTANCES OF LOSS:</u> _____ _____ _____	ESTIMATE OF CLAIM: _____ DATE OF LOSS: _____ INCOTERM PURCHASED: _____ <hr/> <p style="text-align: center;"><u>INLAND TRANSITS:-</u></p> WAYBILL / MANIFEST NO: _____ DATE OF DOCUMENT: _____ <hr/> <p style="text-align: center;"><u>SEA FREIGHT SHIPMENT: -</u></p> VESSEL NAME: _____ BILL OF LADING NO: _____ BILL OF LADING DATE: _____ <hr/> <p style="text-align: center;"><u>AIR FREIGHT SHIPMENT: -</u></p> AIRWAY BILL NO: _____ AIRWAY BILL DATE: _____ <hr/> <p style="text-align: center;"><u>TO SURVEY CARGO: -</u></p> LOCATION OF THE DAMAGED CARGO: _____ NAME OF PERSON TO ASSISTANT SURVEYOR: _____ TEL: _____ CELL: _____ SIGNATURE: _____ DATE: _____
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It is a condition of all Marine Policies that the Insured (Contractor/Supplier) and/or their Agent shall take all 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 Party/ies are properly preserved and exercised by: -
TIMELY LODGING CLAIMS AGAINST THE RESPONSIBLE THIRD PARTY/IES IN WRITING,

BY USING THE FOLLOWING ANNEXURE:

- A** – For the standard EIMS/ESKOM Project Management – ESKOM MARINE CLAIM NOTIFICATION FORM
- B** – For the Pro-forma Claim Notice to lodge against the Contractor/Supplier/Clearing Agent & other Party/ies
- C** – For the Priced Claim Notice issued by EIMS/ESKOM once claim amount is quantified, to lodge against all Third Party/ies.

TO NOTIFY EIMS IMMEDIATELY BY USING THIS STANDARD CLAIM FORM

FOR OFFICE USE ONLY:

EIMS CLAIM REF NO: _____ POLICY NO: _____

Refer website: <http://www.eskom.co.za/c/101/insurance-policies-procedures/> for most updated version / copy of this manual

BROKER CLAIM REF NO: _____

INCEPTION DATE: _____

IN THE EVENT OF LOSS/DAMAGE

FOLLOW THE PROCEDURES BELOW AND PROVIDE EIMS WITH THE REQUIRED DOCUMENTS TO ENABLE EIMS TO FACILITATE AN EFFECTIVE CLAIMS HANDLING SERVICE.

PACKAGING/CARGO LOST AND/OR FOUND DAMAGED DURING A MARINE TRANSIT BY:
SHIP / AIRCRAFT / POSTAL / ROAD FREIGHT –

BY MODE : BREAK-BULK CARGO & CONTAINERISED CARGO via: -

FCL (full container load) - **LCL** (less than container load) - **GROUPAGE** (low container loads)

LIABILITY OF THE INSURED, CARRIERS, BAILEES OR OTHER THIRD PARTIES

In order to claim under this insurance the Insured must have an insurable interest in the subject matter at the time of loss. It is the duty of the Insured and their Agents, in the event of a claim for which the Insurer may be liable, to take such measures as may be reasonable for the purpose of averting or minimizing a loss and to ensure that all rights against Suppliers/Carriers/Bailees or other Third Party/ies are properly preserved and exercised.

In particular, the Insured and/or their Agents are required to:

Upon receiving a loss notification from the Clearing & Forwarding Agents and/or Transporter, a Pro-Forma or Priced Claim Notice (refer on the website, details below, under the Eskom Marine Claim Procedures, 'ANNEXURES B & C' respectively). In respect of lost or damaged cargo must be lodged with the Supplier / Clearing & Forwarding Agents who will in turn lodge claims against the other Third Party/ies for e.g. Vessel Agents/Road Transporter etc. This should be done within the prescribed periods, (refer pages 16 - 21 in the Eskom Marine Claim Procedures manual placed on the website details below). Copies of such claims, together with the responses thereto will form part of the documentation required by EIMS to facilitate efficient and effective claim handling service.

If it is evident that the cargo/packaging is discovered damaged/short, and where it may be that a **survey** and/or possible interim **repairs** to the cargo and/or packing will be necessary. It is usual practice in this event, for the Clearing Agent to notify the Contractor/EIMS, who will obtain Insurers instructions regarding the survey procedure.

(The packages should NOT be opened / unpacked, unless this is essential to prevent further damage)

N.B. Endorse / record / write on the delivery/consignment note – if the cargo / packages are damaged / missing and retain a copy for your records.

Do not endorse 'cargo not checked' when you are in doubt about the condition of cargo. Rather check cargo and state your concerns/observations about possible damages, e.g. "packaging torn / damaged"

Do not allow any other endorsement / notes that appear on the delivery / consignment note, to prevent you from endorsing the delivery / consignment note, to prevent you from endorsing the delivery/consignment note as you deem fit (your views to be clearly recorded for Insurance purposes)

Forward the following claim documents to EIMS, to facilitate efficient & effective service:

- Original Bill of Lading
- Full set of Supplier's Invoices
- Packing Specifications
- Bills of Entry
- SARS Document
- Customs Worksheet
- Clearing & Forwarding Agent's Freight Statement
- Landing Delivery and Forwarding Order (LDFO)
- Transport Services Delivery Note or other Carrier's delivery note duly endorsed
- Copy of the Pro-forma / Price Claim Notice and the Third Party/ies response thereto
- Any other information/documentation that you may have that will assist us with this matter

Refer website: <http://www.eskom.co.za/c/101/insurance-policies-procedures/> for most updated version / copy of this manual

'ANNEXURE B'

PRO-FORMA CLAIM NOTICE

If claim value is not known at time of receiving cargo use this format below.

(To cut & paste below on Eskom's Letterhead & fill in the required/relevant details)

Company address:

Date:

RE:

Marine incident details or number:

Project details:

Contract Number:

Estimate of claim: Date of Loss:

To provide details of the shipment below; for e.g. if a 'sea freight shipment'- to fill in details only in the relevant section below

INLAND TRANSITS:-

WAYBILL / MANIFEST NO:

DATE OF DOCUMENT:

SEA FREIGHT SHIPMENT: -

VESSEL NAME:

BILL OF LADING NO:

BILL OF LADING DATE:

AIR FREIGHT SHIPMENT: -

AIRWAY BILL NO:

AIRWAY BILL DATE:

Our Reference Number:

Dear Sir / Madam,

Within the conditions of contract, and as per the required Eskom Marine Insurance Procedures for claims notifications and until the full circumstances of the loss are established and accepted by Eskom's Marine Insurers. Please accept this as a Pro-forma Claim Notice of our intention to lodge a claim for:-

Brief description of claim:

.....

The survey to take place at:

Date:, Time:, kindly advise if you wish to attend?

We require from you, if applicable, under the warranties of the loss to provide us with a copy of the notification of a letter holding the Third Party/ies liable for the said claim.

Therefore, in our capacity, we hereby hold you liable for any loss that might arise, and once the quantum has been established our formal price claim will follow.

Kindly note our claim reference number above and acknowledge acceptance in writing by advising us of your claim reference number.

Yours faithfully,

Authorised Signatory

Refer website: <http://www.eskom.co.za/c/101/insurance-policies-procedures/> for most updated version / copy of this manual

'ANNEXURE C'

PRICED CLAIM NOTICE

Once the claim amount is quantified / available / known, submit this form.
This form will then override the Pro-forma Claim Notice above.

**(To cut & paste format below on a Eskom's Letterhead and
fill in the required/relevant details)**

Company address:

Date:

RE:

Marine incident details or number:
Project details:
Contract Number:
Estimate of claim: Date of Loss:

To provide details of the shipment below; for e.g. if a 'sea freight shipment'- to fill in details only in the relevant section below

INLAND TRANSITS:-

WAYBILL / MANIFEST NO:
DATE OF DOCUMENT:

SEA FREIGHT SHIPMENT: -

VESSEL NAME:
BILL OF LADING NO:
BILL OF LADING DATE:

AIR FREIGHT SHIPMENT: -

AIRWAY BILL NO:
AIRWAY BILL DATE:

Our Reference Number:

Dear Sir / Madam,

In our capacity, we refer to our Pro-forma Claim Notice dated, and we confirm that we are now able to quantify the loss and submit herewith our detailed priced claim as follows: -

To do one of the follow:

**TO NOTE THE CLAIM ADJUSTMENT HEREON
OR AS ATTACHED HERETO: -**

TO ATTACH HERETO THE DOCUMENTATION IN SUPPORT OF THIS CLAIM

We trust the above is in order and now await your confirmation hereof and settlement advices in due course.

Yours faithfully,

Authorised Signatory

'ANNEXURE D'

CONTAINER INSPECTION REPORT (CIR)

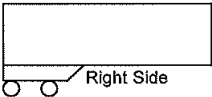
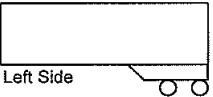
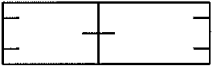



ON RECEIPT OF A CONTAINER THE RECEIVER MUST:

- CHECK** the container number for discrepancy.
- CHECK** interior and exterior of the container including doors, for damage and if any is found, endorse the delivery receipt accordingly.
- CHECK** the container seal to ensure that the seal is not broken and that the number corresponds with the Bill of Lading or other shipping document. If a discrepancy of the seal is discovered, then the delivery receipt must be endorsed accordingly.
- COMPLETE** the Container Inspection Report (CIR) below

CONTAINER INSPECTION REPORT

RECEIVED BY :	NO :
---------------	------

DRIVERS NAME:	DATE :
DRIVERS I.D. NO.:	

SECTION A			
Indicate the nature and position of the damage on the diagrams below by using the following codes :			
Broken - BR	Bent - B	Cut - C	Scratched - S
Missing - M	Patched - P	Rusted - R	Holed - H
Locking Mechanism - G	Leaking - L	Dented - D	Torn - T
 Right Side	 Left Side	 Doors	
 Top	 Bottom	 Front	

CONTAINER NO.				CONTAINER CONTENTS
SEAL NO.				
CONTAINER SIZE				
SENDER				
CONSIGNEE				
DESTINATION				
TYPE	STEEL	FIBRE	ALUMINIUM	

SECTION B – RECEIVING DETAILS													
NO. OF PKGS MANIFESTED		DEL. DOCUMENT NO.											
NO. OF PKGS RECEIVED		CONSIGNMENT NOTE NO											
OUTWARD CONDITION OF PACKAGES		FOLIO NUMBER											
		ORDER NUMBER											
1. Good 2. Torn & Repaired 3. Wet 4. Other		RECEIVED BY : _____ SIGNATURE	CHECKED BY : _____ SIGNATURE										
5. Comments : _____ _____ _____ _____ _____		<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">DISTRIBUTION OF COPIES</th> </tr> <tr> <td style="padding: 2px;">ORIGINAL</td> <td style="padding: 2px;">- TO ACCOMPANY RECEIVING DOCUMENTS</td> </tr> <tr> <td style="padding: 2px;">1ST COPY</td> <td style="padding: 2px;">- TO BE POSTED TO</td> </tr> <tr> <td style="padding: 2px;">2ND COPY</td> <td style="padding: 2px;">- TO BE POSTED TO SHIPPING DEPARTMENT</td> </tr> <tr> <td style="padding: 2px;">FAST COPY</td> <td style="padding: 2px;">- TO BE RETAINED BY WAREHOUSE</td> </tr> </table>		DISTRIBUTION OF COPIES		ORIGINAL	- TO ACCOMPANY RECEIVING DOCUMENTS	1ST COPY	- TO BE POSTED TO	2ND COPY	- TO BE POSTED TO SHIPPING DEPARTMENT	FAST COPY	- TO BE RETAINED BY WAREHOUSE
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ORIGINAL	- TO ACCOMPANY RECEIVING DOCUMENTS												
1ST COPY	- TO BE POSTED TO												
2ND COPY	- TO BE POSTED TO SHIPPING DEPARTMENT												
FAST COPY	- TO BE RETAINED BY WAREHOUSE												

DRIVERS SIGNATURE: _____

INSUREDS SIGNATURE: _____