

## **Claims Checklist**

Forms and Templates

Document Number:

FM-SS-01.03

Department:

Claims

Effective Date: July 26, 2018 Revision No

			DOCUMENT NO:	FM-SS-01.03	
F2 LOGISTICS		CICLICT	EFFECTIVE DATE:	July 23, 2018	
LET'S MOVE. NOW.	CLAIMS CHE	CKLIST	REVISION NO:	0	
			DEPARTMENT:	Claims	
Date Received: Date Incident : Company Name: House Waybill No.: Claim Amount:			F2 Claim No.: Claims Status: Declared Value: Policy Deductible Recovery Amount	:	
		DOCUMENTS RECEIVE	-		
NATURE OF CLAIM:  □ Damaged		DOCUMENTS RECEIVE	E: Original copy	Photo copy	
<ul> <li>Crushed/Crumpled/Slashed</li> </ul>		Claim Letter from the C			
o Dented		Incident report			
<ul> <li>Wet/Stained/Leaking</li> </ul>		F2 House waybill	[ ]	[.]	
o Torn		Proforma waybill	[ ]		
o Broken					
o Spolled		Bill of Lading	[]		
○ Others		Commercial/sales invoi Packing List/Delivery 6	ice []	[]	
2 2033				[]	
<ul> <li>Lacking</li> <li>Missing</li> </ul>			pping Lines/trucker [] maged items []	[]	
Short landed		LACKING DOCUMENT			
□ Late		LACKING DOCUMENT	عد: Original copy	Photo copy	
Late     Late Delivery		Claim Letter from the C			
Late Pick-up		Incident report			
□ Misrouted		F2 House waybill	[]		
STATUS IN INSURANCE:		Proforma waybill	[]		
STATUS IN INSURANCE:	DATE	F2 proof of delivery (P			
	DATE	Bill of Lading			
<ul> <li>Reported</li> </ul>		Commercial/sales invo		[]	
o Filed		Packing List/Delivery R	Receipt []		
o On Process		Claim letter against Shi	pping Lines/trucker []		
Requested Documents     Submission of requested Docs     Offer Sheet		Photographs of the dar	Photographs of the damaged items [ ] [ ]		
		SUBMITTED DOCUME	SUBMITTED DOCUMENTS TO INSURANCE:		
<ul> <li>Received of che</li> </ul>	ck		Original copy	Photo copy	
STATUS IN CUSTOMER:		Claim Letter from the C	Claimant [ ]		
STATUS IN COSTOMER.	DATE	Incident report	[]		
	DATE	F2 House waybill	[ ]		
F2 Acknowledgi	ment of Claim App.:	Proforma waybill	E 3		
o F2 Results of Cla		E2 proof of delivery (Pr	OD) [ ]		
<ul> <li>Quit Claim Lette</li> <li>Payment</li> </ul>	er	Bill of Lading	[]		
o Payment		Commercial/sales invoi			
□ Check		Packing List/Delivery R		[]	
	Check no. and Date		pping Lines/trucker []		
<ul> <li>Signed Quit Clai</li> <li>Receipt/Date</li> </ul>	m Letter	Photographs of the dar	maged items [ ]		
		CARGO STATUS:		DATE	
STATUS IN FINANCE:				DATE	
<ul> <li>Submission of approved Claim settlement form</li> </ul>			Location of Cargo(Place/Date):		
Received by: Date:		o Dis	Disposition of cargo:		
· ———			□ Sell		
<ul> <li>Check/Cash Received</li> </ul>		□ Activity Report from branches/SBU			
Date:		■ Deposit slip			
o Submission of Voucher & OR  Received by:					
			☐ Advise to return in manila		
			Reference no./Date sent		
			□ Date received by claims de		
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