## PAC GLOBAL INSURANCE BROKERAGE, INC.

## PAC GLOBAL INSURANCE BROKERAGE CLAIMS REPORTING PROCEDURES

- 1. At the time of delivery, you are encouraged to make a written notation as to each and every damaged or missing item. You should make any and all written notations, or "exceptions," on the carrier's delivery documents, such as the delivery receipt or bill of lading. Keep a copy of the documentation that contains your exceptions.
- 2. Immediately issue a written notice of claim to all known carriers and cargo handlers. Your notice may either be a letter stating that "I Am Making a Claim" or you may use the "Subrogation Form" attached to the "Declaration of Insurance" for this purpose.
- 3. Accurately complete the "Claim Form" that is attached to your insuring documents, or use the claim submission form on line at <a href="www.pacglobalins.com">www.pacglobalins.com</a>. Provide as much information as possible, such as the manufacturer's name, trade name, model and serial numbers, kind of material, color, finish, etc. For damaged items, you must provide repair estimates for all claims by appliance/furniture repair firms on their company letterhead.
- 4. Notify Pac Global Insurance Brokerage, Inc. of your intent to file a claim WITHIN 45 DAYS OF DELIVERY OF YOUR GOODS TO YOUR RESIDENCE. YOUR FAILURE TO GIVE NOTICE TO PAC GLOBAL INSURANCE BROKERAGE, INC. WITHIN 45 DAYS AFTER DELIVERY OF THE SHIPMENT SHALL VOID YOUR INSURANCE COVERAGE. THE FOLLOWING DOCUMENTS MUST BE PROVIDED BY FIRST CLASS MAIL WITHIN 90 DAYS THEREAFTER:
  - A. Copy of the original "Declaration of Insurance."
  - B. Mover's inventory list/packing list.
  - C. Carrier's delivery documentation with written exceptions noted for damaged or missing items.
  - D. Written notices of claim to all carriers and cargo handlers.
  - E. For damaged items, repair estimates from appliance/furniture repair firms on their company letterhead.
  - F. For missing items, purchase invoices and/or documentation supporting replacement cost.
  - G. Valued, itemized inventory list reflecting amount of insurance for each item you shipped. If you did not complete a "Valued Inventory," please provide a weight certificate reflecting net weight of your shipment in pounds.
- 5. Submit Claim Form together with all supporting documents to:

Pac Global Insurance Brokerage, Inc. 898 Sepulveda Blvd. Suite 700 El Segundo, CA 90245 Telephone: 888-PAC-8077

Fax: (310) 227-8511

E-Mail: <a href="mailto:claims@pacglobalins.com">claims@pacglobalins.com</a>

- 6. No damages may be repaired without underwriter's or Pac Global Insurance Brokerage, Inc.'s written authorization and any unauthorized repairs are entirely at the insured's risk and expense.
- 7. In the event of loss or damage, underwriters or their representatives have a right to request the insured to verify the value and furnish proof of ownership prior to payment of loss and damage.
- 8. IMPORTANT: COMPLETED CLAIM FORM AND SUPPORTING DOCUMENTATION MUST BE SUBMITTED TO PAC GLOBAL INSURANCE BROKERAGE, INC. WITHIN 90 DAYS FROM THE TIME OF NOTIFICATION OF THE CLAIM. FAILURE TO PROVIDE ALL OF THE REQUIRED DOCUMENTATION MAY RESULT IN YOUR CLAIM BEING DELAYED IN PROCESSING. EXTENSIVE DELAYS (BEYOND 120 DAYS) CAN RESULT IN COVERAGE BEING VOID.

## PAC GLOBAL INS. BROKERAGE, INC.

## **CLAIM FORM**

Important:	Please read instructions on page entitled Claim Repor					ıd accurately.
Date			Declaration No		L77533	
Name of Insured			Telephone No			
Address			10100110110110			100-100
Value of ent	ire shipment U.S. \$					
Moved from			Pick up Date			
Delivered to			Delivery Date			
Packed by			Unpacked by			
Vessel/Air carrier			Bill of lading, AWB No			
Container No.			Seal No			
Were goods in storage at origin?			Seal No.			
Were goods in storage at destination?						
Name and address of warehouse			Dates			
		s who m	ade inspection: S	Submit conv.c	of inspection with	claim
Date loss or		arrier		urance Co.		vey Agent
INVENTORY	DESCRIPTION OF ITEM AND	ITEM	DATE OF	ORIGINAL	REPLACEMENT	AMOUNT
NO.	NATURE OF DAMAGE	AGE	PURCHASE	COST	PRICE	CLAIMED
					,	
	,					
	· · · · · · · · · · · · · · · · · · ·					
	The same a same and the same an			- Marie II - Marie II		-
		1				
			1	Total amo	ount claimed \$	
Describe ho	w_the loss or damage occurred					
	·					
***************************************			·	····		
State who m	nade estimate or appraisal					
attached he received any I/we will pro	gned, signer of the foregoing statement, hereby mareto, and that no material fact is withheld that shouly merchandise claimed short/missing from any sour mptly notify PAC GLOBAL and delete the items from	ld be incl rce, to da	olemn oath to thuded in this repote. Should I/we	e statements ort. This also receive this r	contained hereing is to certify that merchandise, from	n and exhibits I/we have not m any source,
		ature of Ir	nsured			
(Use reverse	e side for additional information and comments)					

**CLAIM FORM**