

MARINE INSURANCE CLAIM FILING INSTRUCTIONS

Dear Valued Customer,

Please refer to page 6 of 6 of your Insurance Certificate and the paragraph entitled "Important Instructions In the Event of a Claim".

Per page 1 of 6) - In the event of loss or damage which may result in a claim under this Insurance, immediate notice must be given to the Lloyd's Agent 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 at their discretion.

A full list of Lloyd's Agents can be found at www.lloydsagency.com (Survey fee is customarily paid by claimant and included in valid claim against Underwriters)

A deductible in the amount of 1% (one percent) of the insured value with a minimum of USD 250.00 **each** claim **each** automobile will be applicable and the deductible will be subtracted from the claim settlement when valid.

Please refer to pages **2 of 6** and **3 of 6** within your Marine Insurance Certificate to find outlined what you may claim under Marine Insurance.

Unless otherwise instructed by a Lloyds Agent serving your area, the supporting claim documents are to be sent directly to the insurance company by using the provided **Claim Submission Form** at the following address either via post or via Email.

W.K. Webster & Co. Ltd Webster House
207 Longlands Road,
Sidcup, Kent DA15 7JH
England
E. Mail: cargoclaims@undriskserv.com
Cc: claims@tgatl.us
Tel No: +44 (0)20 8300 7744

Documents you will need to provide to the Insurance Company will include:

- 1) Original policy / certificate of Insurance as emailed to you
- 2) Subrogation letter request
- 3) Copy of Shipping Invoice
- 4) Origin Inspection Report
- 5) Survey Report or other documentary evidence to show the extent of the loss or damage (i.e, inspection form, photos, etc..)
- 6) Delivery receipt completed at time of delivery / pick up showing the damages claimed at time of pick up or delivery
- 7) Landing account and weight notes at final destination
- 8) Estimate of Repairs (when in another language – translation into English must be provided)
- 9) Photographs of all damage being claimed - photos must clearly show the damage and the location of the damage being claimed.
- 10) Ocean Bill of Lading
- 11) Correspondence exchanged with the Carriers and other parties regarding their liability for the loss or damage.

It is very important that you take a moment to read your Marine Insurance Certificate in its entirety.

We hope the above information is helpful and if you have any questions or need assistance in filing your claim, please feel free to contact us or W.K. Webster & Co. directly.

Sincerely yours,
Trans Global Auto Logistics, Inc.
Tel: 972 602 1670
Email: claims@tgatl.us