

Title Account – Documentary Requirements and Filing of Claim

PROCEDURE:

DOCUMENTARY REQUIREMENTS

In filing a claim, you will be required to submit the minimum documentary requirements including any additional documents specific to your claim.

Minimum Documentary Requirements

1. Duly Signed Claim Letter	Includes the claim amount and the relevant facts of the incident associated with the claim
2. Proof of Actual Expense	Verifies the actual costs incurred by outlining the amount spent, the nature of the expense, the date, and other relevant details. This is typically documented through official receipts.
3. Certificate of No Claim from the insurer	Certifies that no other party has made a claim for the same claim interest to avoid double recovery.

Additional Documentary Requirements

Cargo Claim-Related

1. Bill of Lading	Issued by the shipping line detailing the goods, their quantity, and the parties involved, including the dorsal portion as proof of the carriage contract
2. Packing List	Itemizes the shipment with quantities, descriptions, weights, and packaging details, serving as evidence of the condition and quantity at dispatch
3. Commercial Invoice	Verifies the sale and shipment between buyer and seller providing proof that the transaction occurred and helps determine the value of goods.
4. Disposition Details	Instructions or decisions regarding the handling of the cargo showing the details of what happens to the cargo that has been damaged

5. Certificate of Disposal	Certifies that the damaged cargo has been disposed properly
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Container Claim-Related

1. Proof of Acquisition	Establishes ownership and is crucial for calculating the compensation amount in the event of a total loss of the damaged container
2. Computation of Depreciated Value	Reflects the damaged container's current worth, considering wear and tear. This also ensures fair and accurate compensation, avoiding overestimation of an older container's value.

Truckers Claim-Related

1. LTO Official Receipt/ Certificate of Registration	This verifies that the vehicle is legally registered and owned by the claimant
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Vessel Claim-Related

1. Stevedore Damage Report	Provides detail account of any damage during the loading and unloading of cargo
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FILING OF CLAIM

You may submit your claim by sending the original documents or certified true copies of the required documents related to your claim listed above. You can do this through your authorized local representative or via a special courier to the following address:

Claims Section

2/F, West Wing, ICTSI Administration Bldg.
South Access Rd., Port of Manila

Soft/scanned copies may also be submitted to VCTClaims@ICTSI.com as advanced copies.