

Marine Cargo

The Marine Cargo policy covers transit voyages anywhere in the world by any ship, vessel, aircraft, postal service, rail and road transport against loss or damage provided the goods or items are suitably packed.

Where ANU owns or is responsible to insure, shipments valued up to \$5,000,000 are automatically covered.

Shipments valued in excess of \$5,000,000 **must** be referred to the Insurance Office prior to shipment in order for suitable insurance arrangements to be made. Failure to notify will result in the shipment not being insured.

If there is a Customs requirement for documentation to be supplied the ANU Insurance Office must be contacted at least 10 working days prior to shipment. In these circumstances full details of the shipment will be required.

Shipments Valued at Less than \$5,000

The Marine Cargo policy is subject to a \$5,000 deductible. Where equipment/goods are valued at less than \$5,000, alternative cover should be sought through the carrier.

If the carrier involved is the University's freight contractor, there is automatic cover for shipments valued up to US\$100. Additional cover can be requested by ticking the appropriate box on the Consignment Note.

Where an alternative carrier is utilized, you should make arrangements for insurance as appropriate.

Reporting

Each Business Unit is required to maintain a [Register of Goods Shipped or Received](#) under the ANU Marine Cargo Policy. This Register is to be supplied to ANU Insurance Office as part of the annual insurance renewal process or when requested in the event of a claim.

Claims

If goods are delivered in a damaged condition or if there is any reason to suspect damage, the attention of the Carrier's or Shipper's Representative should be immediately drawn to the damage and the delivery receipt noted accordingly. In the event of suspected damage, it is suggested that the receipt be noted "*Goods believed to be damaged. Accepted subject to survey in store*".

2. If there has been any malicious damage, burglary or theft, the police should be notified.
3. Immediately when damage or pilferage is discovered, contact the ANU Insurance Office to receive instructions on what action to take. It may be necessary to appoint a surveyor/ assessor.

4. Write a letter of demand to the Carrier's or Shipper's Representative holding them responsible and asking them to pay costs.

Send to the ANU Insurance Office the following documents:

- Completed Claim Form
- Invoices or other proof of value of the consignment
- Original freight note or carbon copy
- Delivery receipt
- Suppliers packing slips where appropriate
- Bill of lading, consignment note or other proof of shipment, including clear statements of the conditions of carriage
- A copy of the letter of demand, and the carrier's response (if any) received
- Details of possible salvage.

Please notify the Insurance Office of any occurrence which is likely to give rise a claim within 30 days.

If you need further information please contact the ANU Insurance Office.