



**CLAIM FORM**

**Applicable to Shipments Comprehensive Risks Policy (SCR), Small Exporters Policy (SEP), Exports Turnover Policy (ETP), Specific Shipment Policy (SSP), Exports Specific Buyers Policy (BWP), Multi-Buyer Exposure Policy (MBEP), Buyer Exposure Policy (SBEP) and Micro Exporters Policy (MEP)**

(Separate form is to be used for each buyer)

1.	<b>Name &amp; address of the Policyholder:</b>  Phone No: Fax No: E-mail: Contact person:
2.	<b>Policy Number:</b>
3.	<b>Cause of Loss: (Please tick)</b>  (a) Insolvency of the buyer (b) Default of the buyer (c) Non-acceptance of goods/bill (d) Insolvency of the L/C opening bank (e) Protracted default of the LC opening bank (f) Discrepancy in L/C (g) Transfer delay (h) Other Political Risks
4.	<b>Name &amp; address of the buyer:</b>  Country: Phone No: Fax No: E-mail: Contact person:
5.	<b>Buyer Code No:</b>
6.	<b>Name &amp; address of the LC Opening Bank(s) / Buyer's Bank(s):</b>  Country: Phone No: Fax No: E-mail:



7.	<b>Commodity:</b>
8.	<b>Date of submission of first overdue statement:</b>
9.	<b>Description of action initiated to recover the debt: (separate sheet may be attached if required)</b>

**10. Details of shipments for which claim is lodged:  
(Separate sheet may be attached if required)**

Sl No	GR No.	Date of shipment	Gross Invoice Value		Terms of payment	Original due date	Extended due date	Amount due in INR	Date & Port of discharge of goods
			In foreign currency	In Indian Rupee					
1	2	3	4	5	6	7	8	9	10

**11. Statement of all shipments made to the buyer (on whom the claim is lodged) in the past two years up to the last shipment in the following format: -  
(Applicable to SCR, SEP and ETP)**

Sl. No	Date of shipment	GR No.	Gross Invoice Value in Foreign Currency	Gross Invoice Value in INR	Terms of payment ***	Due date	Destination country of shipment	Amount realized in INR	Date of realization
1	2	3	4	5	6	7	8	9	10

**(\*\*\*Note: If the terms of payment is Letters of Credit, please specify the name of the L/C Opening bank in column 6)**



**12. If loss is on account of Transfer delay, kindly also fill the following table: -**

Sl. No	GR No.	Date of shipment	Gross Invoice Value		Terms of payment	Date of payment in local currency	Date of completion of exchange control formalities
			In Foreign Currency	In Indian Rupee			
1	2	3	4	5	6	7	8

**13. Details of Order/Contract/LC**

Sl. No	Order/Contract/LC Number & date	Value	Last date of shipment	Expiry date of Order/Contract/L/C	Special conditions, if any

14. Amount of Loss				
	<b>(A) Where the goods have been delivered to and accepted by the ultimate buyer</b>			<b>(Rupees)</b>
	<b>(a)</b>	Gross Invoice Value		
		<b>Less</b>	<b>(i)</b> Part payment received if any (as certified by the bank)	
			<b>(ii)</b> Any amount saved due to non-payment (Commission payable to agents etc.)	
			<b>(iii)</b> Set off, if any	
	<b>(b)</b>	Sub-total of all deductions (i to iii above)		
	<b>(c)</b>	Amount of loss (a-b)		



<b>(B)</b>	<b>Where the goods have not been delivered to and accepted by the buyer, and thereafter resold to alternate buyer</b>				
			<b>(Rupees)</b>		
	<b>(a)</b>	Gross Invoice Value			
	<b>Less</b>	<b>(i)</b>	Part payment received if any (as certified by the bank)		
		<b>(ii)</b>	Any amount saved due to non-payment (Commission payable to agents etc.)		
		<b>(iii)</b>	Set off/other recovery, if any		
		<b>(iv)</b>	Amount realized on resale		
	<b>(b)</b>	Sub-total of all deductions (i to iv above)			
	<b>(c)</b>	Expenses incurred towards demurrages, warehousing charges, handling charges, any transshipment charges etc.,			
	<b>(d)</b>	Amount of loss (a-b+c)			
<b>(C)</b>	<b>Where the goods have not been delivered to and accepted by the ultimate buyer, and thereafter goods are reimported</b>				
			<b>(Rupees)</b>		
	<b>(a)</b>	Onward freight charges			
	<b>(b)</b>	Return freight charges			
	<b>(c)</b>	Handling charges etc., at port			
	<b>(d)</b>	Storage, demurrage & other charges (Please specify)			
	<b>(e)</b>	Total loss (a+b+c+d)			
<b>(D)</b>	<b>Where the goods had to be abandoned/auctioned</b>				
			<b>(Rupees)</b>		
	<b>(a)</b>	Gross Invoice Value			
	<b>Less</b>	<b>(i)</b>	Agency commission saved		
		<b>(ii)</b>	Auction proceeds /other payments received, if any		
	<b>(b)</b>	Sub-total of (i) and (ii)			
<b>(c)</b>	Total loss (a-b)				
<b>(E)</b>	<b>Diversion of voyage</b>				
			<b>(Rupees)</b>		
	<b>(a)</b>	Additional freight charges			
	<b>(b)</b>	Additional handling charges (including marine insurance)			
<b>(c)</b>	Total loss (a+b)				



**The following documents duly certified by the bank have to be submitted along with the Claim Form: -**

**(A) GENERAL DOCUMENTS**

1. Contract / Order;
2. Invoice;
3. Bill of Lading / Airway Bill;
4. Collection advice sent by the exporter's bank to the foreign bank;
5. Non-Payment advice from the foreign bank;
6. Original unpaid Bill of Exchange (duly accepted by buyer for DA bill);
7. Customs shipping bill, SDF or Exchange Control GR form;
8. In respect of Open-Delivery claims, proof of delivery from Airline/Shipping Company/Cargo Company and confirmation from buyer that delivery has been taken
9. In case of direct dispatch of documents to the buyer, necessary approval of RBI/AD;
10. Protest Note;
11. Bank advice regarding part realization payment indicating invoice no & date, amount realized in foreign currency, date of realization, exchange rate, amount realized in rupees;
12. Statement of all shipments made to the buyer (**on whom the claim is lodged**) in the past two years up to the last shipment in the following format: -

**(Applicable to SSP, BWP, MBEP, SBEP and MEP)**

Sl. No	Date of shipment	GR No.	Gross Invoice Value in Foreign Currency	Gross Invoice Value in INR	Terms of payment	Destination country of shipment	Amount realized in INR	Date of realization
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13. Statement of exports made to all buyers in last two years prior to the first shipment in default in the following format: - **(Applicable to SCR, SEP and ETP)**

Sl. No	Date of shipment	GR No.	Name & country of buyer	Gross Invoice Value in Foreign Currency	Gross Invoice Value in INR	Terms of payment	Destination country of shipment	Amount realized in INR	Date of realization
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14. Correspondence exchanged with original buyer;
15. Correspondence exchanged between exporter's bank and foreign bank regarding recovery of unpaid export dues, noting and protesting, return of unpaid export documents etc.;
16. Policy holder's clarification on any act of omission and commission on his part in non-compliance with terms and conditions of the policy such as late payment premium, late submission shipment declaration & default report, late filing of claim etc.

**Additional documents for the specific cases**

**(B) WHERE GOODS WERE DELIVERED TO AND ACCEPTED BY ORIGINAL BUYER:**

17. Proof of action initiated through Debt Collecting Agency (DCA)/lawyer and Indian Consulate abroad and correspondence exchanged with DCA/Lawyer and Indian Consulate abroad.

**(C) WHERE BUYER HAS RAISED DISPUTE:**

18. Final judgement, in favour of exporter against the buyer from a competent court in buyer's country.

**(D) IN THE CASE OF INSOLVENCY:**

19. Proof of insolvency;
20. Claim lodged with official receiver/insolvency court and admission of policyholder's claim against the insolvent estate of the buyer;
21. Declaration that the exporter has not done anything or omitted to do anything which will make his claim against the insolvent estate untenable if proof of admission of the claim against insolvent estate of the buyer is not available.

**(E) IN THE CASE OF RESALE/REIMPORT/ AUCTION / ABANDONMENT OF GOODS:**

22. Order placed by and Correspondence exchanged with the alternate buyer;
23. Bank advice for realization of resale proceeds;



24. Proof of payment of storage / demurrage charges;
25. Proof of payment of freight / handling charges;
26. Bill of Entry at home (for reimport);
27. RBI / AD approval, wherever applicable;
28. Notice of resale to the original buyer and no objection;
29. Proof of auction in the form of a letter from the bank of the foreign buyer/clearing agent of the exporter etc.;
30. Bank advice for realization of auction proceeds and in the case of non-realization of auction proceeds, a bank certificate to this effect;
31. Proof of abandonment in the form of a letter or certificate to the effect that the goods have not been delivered to the buyer, issued by an authority such as foreign bank/ Customs authorities/Chamber of Commerce in the buyer's country/Indian Embassy/ Shipping line.

**(F) IN THE CASE OF CLAIM DUE TO NON- PAYMENT UNDER L/C:**

32. L/C advised by a bank in India;
33. Amendments advised under the L/C;
34. Advice on discrepancy raised by the L/C Opening bank;
35. Correspondence exchanged between the exporter's bank and L/C Opening bank regarding discrepancies raised.

**(G) IN THE CASE OF CLAIM DUE TO POLITICAL RISKS:**

36. Proof of the remittance of payment by the buyer in local currency (in case of transfer delay);
37. Proof of cancellation of import license from the concerned authorities such as customs authorities of the buyer's country;
38. Proof of expenses due to the diversion of voyage because of political reasons;
39. Correspondence exchanged with Indian Consulate abroad, foreign bank, collecting bank, concerned authorities in India and abroad regarding debt recovery action;



**We hereby undertake:**

- (a) To pursue all recovery steps, directly or through a specialized debt collecting agent/ lawyer.
- (b) To pay to the Company immediately (ECGC Limited) any recoveries effected and keep the money in trust till such payment is made to the Company.
- (c) We hereby agree and undertake that we have not directly or through any other person or firm offered, promised or given nor shall we offer, promise or give, to any employee of the Company involved in the processing and/or settlement of the claim or to any third person any material or any other benefit which he/she is not legally entitled to, in order to obtain in exchange advantage of any kind whatsoever before, during or after the processing and/or settlement of the claim.

**We declare that:**

- (a) Except as already disclosed we hold no sums, credits, security or indemnity against this account and that we have no claim against our agent in respect of declared risks assumed by them. We have not assured, assigned, pledged or otherwise disposed of any part of the purchase price received under the contract except as already disclosed.
- (b) The information given herein to be true and correct in every particular.

We accordingly claim payment of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) being \_\_\_\_\_ % of the loss of Rs. \_\_\_\_\_. The amount in settlement should be paid to our bank/s. (Name and address of Bank/s \_\_\_\_\_) and bank's receipt shall be in full legal discharge to the Company.

**Date:**

**Policyholder's Signature:**

**Office Seal:**



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**(To be filled in by the bank that handled the export document)**

S. No	Bank Ref. No.	Bank Ref. Date	Shipping Bill No.	Date of Shipment	Terms of payment	Gross Invoice Value to be received			Amount recovered, if any		
						Foreign currency	Rate	Indian Rupees	Foreign currency	Rate	Indian Rupees

Agency commission saved, if any:

The bill was purchased/discounted/negotiated by us on:

The conversion rate applied by the bank as on the date of handling the documents:

The conversion rate applicable as on the date of shipment:

**We confirm that:**

- (i) The export transaction(s) has/have been handled as per extant RBI guidelines.
- (ii) The bank treats all the rights under the bill(s) as transferred to the Company.
- (iii) The bank shall upon demand by the Company deliver the documents to the Company.
- (iv) If any payment is received against the bill(s), the bank shall make payment thereof according to the directions of the Company in writing.

**Bank's name & address:**

**Signature:**

**Name of the official:**

**Designation:**

**Date:**

**Bank's seal:**