

Office preparing the report

Date

Reference

	<input type="checkbox"/> Letter-post item <input style="margin-left: 150px;" type="checkbox"/> Postal parcel			
Reason for report	<input type="checkbox"/> Loss <input type="checkbox"/> Theft <input type="checkbox"/> Damage <input type="checkbox"/> Decrease in weight <input type="checkbox"/> Irregularities <input type="checkbox"/>			
Sender	Name and full address			
Addressee	Name and full address			
Posting of item	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">Office of posting</td> <td style="width:33%;">Date</td> <td style="width:34%;">Serial number</td> </tr> </table>	Office of posting	Date	Serial number
Office of posting	Date	Serial number		
Special particulars	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">Insured value</td> <td style="width:33%;">COD amount and currency</td> <td style="width:34%;">Weight shown Weight observed</td> </tr> </table> Other particulars	Insured value	COD amount and currency	Weight shown Weight observed
Insured value	COD amount and currency	Weight shown Weight observed		
Contents	<input type="checkbox"/> From the invoice <input type="checkbox"/> From the customs declaration <input type="checkbox"/> According to the addressee or the sender Detailed description <hr/> The contents have been examined in the presence of <input type="checkbox"/> the addressee <input type="checkbox"/> the sender Contents established on examination <hr/> Contents damaged <hr/> Contents missing			
Packing	External packing <hr/> Internal packing <hr/> The item is sealed by <input type="checkbox"/> wax seals <input type="checkbox"/> security tapes <input type="checkbox"/> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Number of seals</td> <td style="width:50%;">Private mark on seals</td> </tr> </table> <hr/> <input type="checkbox"/> The item is unsealed The packing should be regarded as regulation <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of seals	Private mark on seals	
Number of seals	Private mark on seals			

Damage/Theft	Description	
	The loss is due to	
Estimate of loss	Amount and currency	<input type="checkbox"/> According to the addressee <input type="checkbox"/> According to the sender
Mail in which the item was sent	Date of dispatch	Dispatching office <input type="checkbox"/> No.
	Date of arrival	Office of destination
	The item was contained in an <input type="checkbox"/> inner receptacle <input type="checkbox"/> outer receptacle	
		The fastening (lead seal) of the receptacle was <input type="checkbox"/> intact <input type="checkbox"/> not intact
Method of conveyance	<input type="checkbox"/> By airmail <input type="checkbox"/> By train <input type="checkbox"/> By ship <input type="checkbox"/>	
	Flight No./Train No./Name of ship	
	<input type="checkbox"/> In a receptacle <input type="checkbox"/> Loose	
Subsequent treatment of the item	<input type="checkbox"/> After repacking and weighing, the item has been forwarded to its destination	
	New weight _____	
	<input type="checkbox"/> The contents have been destroyed by the undersigned office	
	<input type="checkbox"/> The packing is held here	
	<input type="checkbox"/> The addressee refuses the item <input type="checkbox"/> The sender refuses the item	
<input type="checkbox"/> The addressee has accepted the item <input type="checkbox"/> The sender has accepted the item		
		Amount of indemnity claimed
Signature of addressee or sender		

Attestation	In witness whereof, we have drawn up this report, a duplicate of which has been sent (with a CP 78 verification note in the case of a postal parcel) to the authority shown below
	Authority to which the report should be sent

Office preparing the report
Signature of the postal officials

Signature of the customs officer (as applicable)
