

Office preparing the report

Date

Reference

Letter-post item 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	Office of posting	Date	Serial number
Special particulars	Insured value	COD amount and currency	Weight shown Weight observed
	Other particulars		
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		
	The contents have been examined in the presence of		
	<input type="checkbox"/> the addressee <input type="checkbox"/> the sender		
	Contents established on examination		
	Contents damaged		
	Contents missing		
Packing	External packing		
	Internal packing		
	The item is sealed by		
	<input type="checkbox"/> wax seals <input type="checkbox"/> security tapes <input type="checkbox"/>		
	Number of seals	Private mark on seals	
	<input type="checkbox"/> The item is unsealed		
	The packing should be regarded as regulation		
<input type="checkbox"/> Yes <input type="checkbox"/> No			

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 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 <input type="checkbox"/> 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)