
HOW TO FILL IN YOUR CLAIM FORM(S)

PLEASE READ THESE NOTES CAREFULLY

You must complete each section of the form including:

- **Personal details**– person(s), business, or government department making the claim.
- **Claim details** – loss and/or damage suffered as a result of the contamination. Please select the appropriate claim category (see below) and complete the section(s) which is (are) relevant to your claim(s). You must complete the form for each business for which you are claiming. Please use the checklists provided for each claim category.
- **Declaration** – claimants are required to declare that their claims are a true and accurate reflection of their losses. The 1992 Fund takes the presentation of fraudulent claims or documentation seriously and if it becomes aware that fraudulent documentation has been submitted it reserves the right to inform the appropriate national authority.

By signing the form, claimants are deemed to have agreed to the disclosure of the information contained within the claim form and any supporting evidence to the parties involved with the payment of compensation, namely to the shipowner's insurer and the 1992 Fund, their experts and the Limitation Court which has jurisdiction for this incident.

Your claim will not be considered if the form is not signed.

SELECTING A CLAIM CATEGORY

If you have a claim in one or more of the categories below you should download and complete the corresponding claim form(s):

CLAIM CATEGORY
Costs of clean-up and preventive measures
Property damage (e.g. cleaning, repairing or replacing property that has been contaminated by oil such as the hulls of vessels)
Economic loss in the fisheries, mariculture and fish processing sectors
Economic loss in the tourism sector and other related businesses

The specific supporting evidence required in support of each category of claim is detailed in the Checklists at the end of each form section.

Further information upon the criteria applicable to each category is available in the [Claims Manual](#).

EVIDENCE TO SUPPORT YOUR CLAIM

Claimants must prove their loss by providing appropriate evidence. Evidence can include photographs or video of the damage, business cancellation letters, till receipts, invoices, consignment sales records, tax accounts etc. More detailed guidance on the required evidence is provided in the relevant claim category form.- You are advised to retain copies of all of the documents you provide to us in order that you also have a record. Please note supporting documents will only be returned upon request and normally only following settlement of the claim.

WHEN FILLING IN THIS CLAIM FORM

1. The claim form may be completed by hand or in Word format.
2. If completing by hand, please ensure you write clearly (please use BLOCK CAPITALS, using black ink). You are advised to use extra blank sheets of paper if there is not enough space for your answer, but please indicate clearly to which question they relate.
3. If completing your claim in Word format, the boxes provided will expand as you enter the details of your claim, however additional pages and spreadsheets can be added, provided it is clearly indicated to which question they relate.
4. **Your claim will only be assessed if you provide sufficient information to prove your loss.** If you are unable to provide such evidence, please contact the Focal Point for advice on the most appropriate method of presenting your claim.
5. **Please refer to the information given in the 1992 Fund's Claims Manual,** which provides guidance on the admissibility of claims and the 1992 Fund's guidelines appropriate to the category of claim. These documents can be downloaded from the Publications section of the IOPC Funds' website (www.iopcfunds.org). Alternatively, please contact the Focal Point at the address given below.
6. Please refer to the checklists for each category of claim, which provide details of the information which you will be required to submit in support of your claim.

If you would like any help with filling in this form, please contact the Focal Point. They will be happy to answer your questions and help you prepare your claim.

ONCE YOU HAVE COMPLETED THE CLAIM FORM(S)

This form, once completed, should be signed and either:

Sent by email to:	<u>OR</u>	Sent by post or delivered in person to:
gulfstream@iopcfundsclaims.org		Incident in Tobago Focal Point Paul Taylor, Teal P and I Marine Services Ltd. 4 Warren Street, Port of Spain, Trinidad Tel: +1 868 632 0506

In either case, **please send the signed form(s), together with all supporting documents, as soon as possible.**

WHAT HAPPENS NEXT

Your claim(s) will be reviewed by experts (who may visit you) on the basis of the information given by you in these forms. The experts will report their findings to the 1992 Fund, who will then make a decision on your claim(s). You will then be informed of the outcome of the assessment.

It is not possible to tell you how long it will be before your claim is assessed. It will depend on whether you have provided sufficient details to help assess your claim, how complex your claim is and on the number of other claims submitted. Your claim will be given our best attention to ensure as fair and accurate an assessment as possible. **If you do not hear from us within four weeks, you are advised to contact us.**

Should you have any queries on your claim, please contact the Focal Point.
