|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  |  |  | | --- | --- | --- | | *MARINE HONOUR -*  CLAIMS FORM | CLAIM NUMBER |  |   ***To be completed by the CSO*** | | | |  |
|  | Claim for other losses | | | |  |
|  | Claimant's details | | | |  |
|  | Full name of Claimant  (Individual / Corporate entity / Government agency) | |  | |  |
|  | NRIC No. / FIN No. / Passport No. / UEN No. / Company No. / Business Registration No. | |  | |  |
|  | Name of Business (if different from name of Claimant) | |  | |  |
|  | Mailing address | |  | |  |
|  | Email address | |  | |  |
|  | Contact No. | |  | |  |
|  | For corporate entities, please state the type of business structure (e.g. sole proprietorship / partnership / private limited company etc).  For government agencies, please state the government ministry you are incorporated under. | |  | |  |
|  | **Particulars of person authorised to complete this form** | | | |  |
|  | Name of Individual | |  | |  |
|  | NRIC / FIN / Passport No. | |  | |  |
|  | Relationship to Claimant  (e.g. self / director / employee / solicitor) | |  | |  |
|  | Date of birth | |  | |  |
|  | Email address | |  | |  |
|  | Contact No. | |  | |  |
|  | Claim details (please provide evidence in support of the claim as described below)  **Part 1 – Cost of studies to establish the nature and extent of the damage caused to the environment by the oil spill and to determine whether or not reinstatement measures are necessary and feasible** | | | |  |
|  | PLEASE USE ADDITIONAL SHEETS IF NEEDED | | | |  |
|  | Has a post-spill study been undertaken prior to the measure being undertaken? | | | YES / NO |  |
|  | 1 | Date and scope (Terms of Reference) of the study |  | |  |
|  | 2 | Description of the work carried out |  | |  |
|  | 3 | Relationship between the study and the reinstatement measure |  | |  |
|  | 4 | Breakdown of the cost of the study: | | |  |
|  | 4a | Cost of personnel (number and categories, hours and rate) |  | |  |
|  | 4b | Type of material used (cost and duration of use) |  | |  |
|  | 4c | Equipment used (cost and duration of use) |  | |  |
|  | 5 | Other costs/expenses (including laboratory costs) |  | |  |
|  | **Calculation of the total amount of the claim**  You may wish to use the following table as an example of how to calculate the total amount of the claim. Whichever method you use, you must provide an explanation of the method you have used to calculate the total amount of the claim. | | | |  |
|  | |  |  |  | | --- | --- | --- | | Item 4(a): Cost of personnel | + |  | | Item 4(b): Cost of material used | + |  | | Item 4(c): Cost of equipment used | + |  | | Item 5: Other costs/expenses | + |  | | TOTAL | = |  | | | | |  |
|  |  | | | |  |
|  | **Part 2 – Costs of reasonable measures to reinstate the contaminated environment** | | | |  |
|  | 1 | Description and extent of the area(s) affected by the spill, degree of pollution and resources impacted by the oil (please also add separately maps/charts/photos or other evidence) |  | |  |
|  | 2 | Results of laboratory analysis and/or other evidence linking the oil pollution with the ship(s) involved in the incident |  | |  |
|  | 3 | Description of reinstatement measures undertaken |  | |  |
|  | 4 | Date(s) on which such measures were undertaken |  | |  |
|  | 5 | Personnel used for the reinstatement measures | | |  |
|  | 5a | Number and roles of personnel employed |  | |  |
|  | 5b | Hours worked and rate (specify calculation method, other labour costs, etc) |  | |  |
|  | 5c | Travel and accommodation expenses for reinstatement personnel |  | |  |
|  | 5d | Summary of costs of food, personal protective equipment, communications, etc. for response personnel |  | |  |
|  | 6 | Equipment used for the reinstatement measures. Please refer to the following tables as examples of the information required. Templates of similar tables and spreadsheets are available to download from the IOPC Funds’ website. Please provide full details on a spreadsheet and send with your claim form. | | |  |
|  | 6a | **Equipment owned** (type of equipment, purchase cost and residual value, transport costs, daily rate and period of use) | | |  |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Description of equipment owned** | **Date of purchase** | **Purchase cost** | **Residual value after use** | **Transport costs** | | **Daily rate** | | **Period of use (days)** | | | | | | **Total** | | **Delivery** | **Return** | **Mon 3rd** | **Tue 4th** | **Wed 5th** | **Thur 6th** | **Fri 7th** | **etc** | |  |  |  |  |  | | **In use** |  |  |  |  |  |  |  |  | | **Standby** |  |  |  |  |  |  |  |  | |  |  |  |  |  | | **In use** |  |  |  |  |  |  |  |  | | **Standby** |  |  |  |  |  |  |  |  | | **6a Total** | | | | | | | | | | | | | |  | | | | |  |
|  |  |  |  | |  |
|  | 6b | **Equipment rented/hired** (type of equipment, cost of transport, cost and duration of use) | | |  |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Description of equipment rented/hired** | **Date rented / hired** | **Transport costs** | | **Daily hire rate** | | **Period of use (days)** | | | | | | **Total** | | **Delivery** | **Return** | **Mon 3rd** | **Tue 4th** | **Wed 5th** | **Thur 6th** | **Fri 7th** | **etc** |  | |  |  |  |  | **In use** |  |  |  |  |  |  |  |  | | **Standby** |  |  |  |  |  |  |  |  | |  |  |  |  | **In use** |  |  |  |  |  |  |  |  | |  |  |  |  | **Standby** |  |  |  |  |  |  |  |  | | **6b Total** |  | | | | | | | | | | |  | | | | |  |
|  |  |  |  | |  |
|  | 6c | **Equipment purchased** (type of equipment purchased, cost and duration of use, cost of transport) | | |  |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Description of equipment purchased** | **Date of purchase** | **Purchase cost** | **Unit cost** | **Resale value after use** | **Transport costs (delivery)** | **Equipment held in stock/issued for use** | | **Period of use (days)** | | | | | | **Total** | | **Mon 3rd** | **Tue 4th** | **Wed 5th** | **Thur 6th** | **Fri 7th** | **etc** | |  |  |  |  |  |  | **In stock** |  |  |  |  |  |  |  |  | | **Issued for use** |  |  |  |  |  |  |  |  | |  |  |  |  |  |  | **In stock** |  |  |  |  |  |  |  |  | | **Issued for use** |  |  |  |  |  |  |  |  | | **6c - Total** | | | | | | | | | | | | | |  | | | | |  |
|  |  |  |  | |  |
|  | 7 | Cost of storage or disposal of oil and oily products recovered (specify quantity of waste and disposal method) |  | |  |
|  | 8 | Total of other costs or expenses incurred |  | |  |
|  | **Calculation of the total amount of the claim**  You may wish to use the following table as an example of how to calculate the total amount of the claim. Whichever method you use, you must provide an explanation of the method you have used to calculate the total amount of the claim. | | | |  |
|  | |  |  |  | | --- | --- | --- | | Item 5: Cost of personnel (5b+5c+5d) | + |  | | Item 6(a): Net cost of equipment owned | + |  | | Item 6(b): Cost of rented equipment | + |  | | Item 6(c): Cost of purchased equipment | + |  | | Item 7: Cost of storage/disposal of oil or oily products | + |  | | Item 8: Other costs/expenses | + |  | | TOTAL | = |  | | | | |  |
|  | **Additional information** | | | |  |
|  | Provide details of any other claims for compensation you have made in connection with this incident. | |  | |  |
|  | Provide details of any other compensation or form of income you have received (e.g. state or regional emergency funds, charitable donations etc.), or you will receive in connection with this incident (name of payer, amount received, etc). If none, state NONE. | |  | |  |
|  | Declaration | | | |  |
|  | |  |  |  | | --- | --- | --- | | My claim is, to the best of my knowledge and belief, a true and accurate reflection of my actual loss. It includes information on all financial and/or material gains I have received, including from clean-up activities and aid organisations or government funds, during the period claimed.  **Terms and Conditions**  By signing the declaration, claimants are deemed to have agreed to the disclosure of the information contained within the claim form and any supporting evidence produced in support to the relevant parties directly involved with the review and assessment of your claim and the payment of compensation (including QBE, the 1992 Fund, its/their representatives, lawyers and experts and the courts of Singapore) for the following purposes in accordance with the Personal Data Protection Act 2012:  (a) the processing and assessment of your claim;  (b) contacting you for matters relating to your claim; and  (c) paying you the assessed compensation (if any) for your claim.  **Submitting your application for compensation constitutes your consent to the storage and processing of the personal data contained in this claim form, any supporting documentation and additional information provided in relation to your claim by QBE, 1992 Fund and their appointed representatives.** The storage and processing of such data is necessary for the purpose of reviewing and assessing your claim for compensation relating to the June 2024 *Marine Honour* oil spill. You may exercise your right to access or object to the storage and processing of personal data by submitting an application to the *Marine Honour* Claims Submission Office. The data obtained shall only be retained for as long as necessary and shall be destroyed after the claims processes have been terminated.  QBE and the 1992 Fund reserve the right to claim back any amounts of compensation that may subsequently be proven to have been paid on the basis of false and/or fraudulent documents and evidence and to press criminal charges against any parties involved. | | | |  | **Tick box to confirm you have read, understood and consent to these terms and conditions.** | | | | Signed by claimant: | |  | | | Date: | |  | | | | | |  |
|  | | | | | |



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|  | C:\Users\Kate Wardman\AppData\Local\Microsoft\Windows\INetCache\Content.Word\submit-form-tab.png | **PLEASE SUBMIT ALL SUPPORTING DOCUMENTS AND EVIDENCE FOR ALL COSTS INCURRED AS DETAILED ABOVE TO:** | |  |
|  |  |  | |  |
| C:\Users\Kate Wardman\AppData\Local\Microsoft\Windows\INetCache\Content.Word\submit-arrow.png | | ***Marine Honour***  **Claims Submission Office**  100 Pasir Panjang Road,  #07-07,  Singapore 118518 | Telephone: **+65 9632 3868 / +65 9018 3030**  Email:  **claims.marinehonour@iopcfundsclaims.org**  Website: **www.iopcfunds.org** |  |
|  | |  |  |  |

**INFORMATION REQUIRED RELATING TO CLAIMS FOR REINSTATEMENT AND POST-SPILL STUDIES**

|  |  |  |
| --- | --- | --- |
| **1** | Delineation of the area affected by the spill, describing the extent, distribution and level of pollution and the resources impacted by the oil (for example using maps or nautical charts, supported by photographs, video or other recording media). |  |
| **2** | Laboratory analysis and/or other evidence linking the oil pollution with the ship involved in the incident (such as chemical analysis of oil samples, relevant wind, tide and current data, observation and plotting of floating oil movements). |  |
| **3** | Details, results and copies of any studies undertaken to assess environmental damage, together with a breakdown of the costs involved. |  |
| **4** | Detailed description of any reinstatement measures undertaken or to be undertaken and a breakdown of the costs. |  |

Note: Be sure to provide all documents required, including those listed in the paragraphs above which are relevant to your claim.

It would be useful to have the above information also presented in a spreadsheet, in particular to link the supporting documentation to the cost of the item claimed.

**For further information please refer to section 3.6 in the Claims Manual.**

**ADDITIONAL INFORMATION REQUIRED FOR LARGE ITEMS OF EQUIPMENT EXPENDITURE.   
THE LISTS BELOW ARE NOT EXHAUSTIVE**

|  |
| --- |
| **Aircraft hire:** Aircraft type, manufacturer, call sign, period of charter, charter costs (including hourly flying rate and the method by which the rate is calculated), detail and amount of work conducted (e.g. dispersant application, aerial observation, personnel or equipment transport etc.), number of flights conducted, dates, times and area(s) of operation, weather conditions, volumes of dispersant sprayed (if applicable), crew details and passenger details (including their role and responsibility in the response and reason for flying), cargo manifests (if applicable) equipment used (e.g. for spraying or observation), reports of observation (e.g. as submitted to the incident command centre), fuel consumed, crew accommodation and food costs, landing and other airfield charges. Please provide the logs of each flight conducted and any relevant charter agreements or call-off contracts. |
| **Vessel hire:** Vessel name, registration number, specification (construction, length, power, storage capacity, crew), detail of the work undertaken (e.g. oil recovery, dispersant application, waste transport etc.) equipment used (e.g. spray arms, skimmers etc.) fuel and lubes etc. consumed), charter period, charter/freight cost, hire rate (and the method by which the rate is calculated) area and dates of operation (please refer to nautical charts and provide extract), weather conditions, amounts of consumables used (e.g. dispersant, sorbents, etc.), additional personnel and passenger details (including their role and responsibility in the response and reason for being on board), type and amount of waste or other cargo transported, demobilisation and cleaning costs, port charges. Please provide daily logs of each voyage conducted, and any relevant charter agreements, contracts of affreightment or call-off contracts. |
| **Treatment of waste:**  Origin point of waste collected, (e.g. beach name or chart reference), destination or delivery point of waste collected, method of transportation, type and volume or weight of waste transported per trip from waste collection point to destination, labour costs (hours worked, rates of pay), equipment used and hire rates (e.g. trucks, excavators, skips etc.), temporary storage costs (if applicable), treatment type and costs, residual value of waste after treatment, method of calculation of costs. |
| **The establishment of a wildlife treatment centre:**  A detailed rationale for establishing treatment centre, and triage arrangements, location of wildlife treatment centre, details of area where oiled wildlife were collected (using maps, charts photographs or video, summary of events), methodologies used to clean oiled wildlife, dates of work conducted, number of oiled animals treated, number of oiled animals successfully released back into the wild, labour costs (hours worked, rates of pay), travel, accommodation and living costs of personnel, equipment and material costs at wildlife centre, (type of equipment used, rate of hire or cost of purchase, quantity used and period of use, e.g. sanitary equipment, holding pens, vehicles, etc.), centre running costs (heating, electricity, water, communications, etc.), cost of consumable materials (e.g. personal protective equipment, animal feed, etc.), residual value of equipment and construction materials etc. at termination of operation, contributions received from general public (including costs of campaign to raise funds, amounts raised and explanation of how money was used). Copies of any agreements or contracts for services and receipts, invoices etc. should be provided. |
| **Removal of oil from wrecks:**  A detailed rationale for undertaking the removal of oil from a wreck, including the likelihood of release of remaining oil from wreck (for example, because of damage to structure or corrosion, etc.) and stability of seabed at location of ship (e.g. supporting scientific and engineering data), quantity, type and composition of remaining oil on ship, details of the likely pollution damage and the likely environmental damage which would result from further release of remaining oil, extent to which areas most likely to be affected by a further release are vulnerable to oil pollution damage from both an economic and environmental point of view, the technical feasibility and likelihood of success of the operation (taking into account visibility, currents, the presence of other wrecks in the vicinity and whether the ship was at a depth at which operations of the kind envisaged were likely to be conducted successfully). A full breakdown of the costs of the oil removal operation including the costs of individual vessels, pumps, personnel, diving equipment, remotely operated vehicles, other salvage equipment, overheads and administration etc. Costs for exploratory and planning work should be fully itemised. The value of any oil recovered should be provided, together with a full description of its treatment or onward sale. Copies of tender documents and contracts, together with invoices, receipts, etc. should be provided. |