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# Example Claim Form

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2018 Edition



This is an example claim form and is provided for reference and training purposes only. It has been designed to give an indication of the type of information which would be required to substantiate a claim and includes specific sections for different types of claims. In the event of an incident, the process for claim submission will be explained and specific customised claim forms and facilities will normally be made available by the 1992 Fund via its website ([www.iopcfunds.org](http://www.iopcfunds.org)).

# Claim Form

## Introduction and instructions for completion and submission

This claim form is issued on behalf of [1] the registered shipowner [2] the shipowner's insurer and [3] the International Oil Pollution Compensation Fund, 1992 (1992 Fund), (together the "compensation bodies")\* and is to be used by claimants submitting claims for compensation for damage by oil pollution.

Claims for damage by oil pollution from a spill of persistent oil from a tanker are governed by the 1992 Civil Liability Convention and the 1992 Fund Convention, which have been ratified by [country affected] and which form an integral part of [country affected]'s laws. Compensation claims resulting from the pollution caused by the spill of oil from the [vessel name] will therefore be examined in the light of the conditions imposed by these laws that are within the scope of the 1992 Civil Liability Convention and the 1992 Fund Convention.

Under the 1992 Civil Liability Convention, claims for compensation for oil pollution damage caused by persistent oil may be made against [1] the registered owner of the ship from which the damage originated (or [2] his insurer).

Under the 1992 Fund Convention, additional compensation is made available by [3] the 1992 Fund when claimants do not obtain full compensation under the 1992 Civil Liability Convention.

If claimants suffer damage in a State that is Party to the Supplementary Fund Protocol, their claims will automatically be considered for compensation from the Supplementary Fund, if the amount available from the shipowner/insurer and the 1992 Fund is insufficient to pay full compensation for proven losses.

Your attention is drawn to the fact that:

- a.** Claims will only be admissible if they relate to damage caused by oil pollution in a State which is Party to the 1992 Fund Convention;
- b.** Claimants must provide supporting documents or other evidence to prove their losses; and
- c.** Claimants must be able to prove that all reasonable measures were taken to avoid the occurrence of the damage or to mitigate its effects.

If you have suffered pollution damage and wish to make a claim, you should complete the relevant sections of this claim form.

\* In this document, references to "we", "us", "our" or "they" refer to [1] the registered shipowner, [2] the shipowner's insurer, and [3] the International Oil Pollution Compensation Fund, 1992 (1992 Fund), (together the "compensation bodies").

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## About your claim

Please read these notes carefully.

### Time Bar

Claimants should submit their claims as soon as possible after the damage has occurred. If a formal claim cannot be made shortly after an incident, the 1992 Fund would appreciate being notified as soon as possible of a claimant's intention to present a claim at a later stage.

Claimants are reminded that their rights of compensation under the 1992 Civil Liability Convention shall be extinguished unless an action is brought thereunder against the shipowner or his insurer within three years from the date when the damage occurred. However in no case shall an action be brought after six years from the date of the incident which caused the damage. Where this incident consists of a series of occurrences, the six years' period shall run from the date of the first such occurrence<sup><1></sup>.

In addition, claimants' rights to compensation under Article 4 of the 1992 Fund Convention shall be extinguished unless an action is brought thereunder against the 1992 Fund or a notification has been made pursuant to Article 7 paragraph 6 within three years from the date when the damage occurred. However, in no case shall an action be brought after six years from the date of the incident which caused the damage<sup><2></sup>.

Claimants are recommended to seek legal advice if they have not been able to settle their claims to avoid their claims becoming time-barred. If steps have been taken to protect the claim against the 1992 Fund, any rights to additional compensation from the Supplementary Fund will be automatically protected. More details on time bar are available on request. You are strongly advised to send in your claim and all documentation in support of your claim as early as possible.

### Mitigation of losses

You will be expected to try to lessen your loss (e.g. by using cost-effective response methods, by looking for other employment or ways of making money, by promoting your venues in different markets or fishing in alternative areas, etc.).

You should notify the shipowner's insurer/1992 Fund as soon as you suffer losses as they may be able to assist you to mitigate against further losses. You should also preserve damaged property so that the experts employed by the shipowner's insurer/1992 Fund may view the damaged property and the extent of the damage sustained.

### Future losses

You cannot claim for future loss of income or damage until it has actually occurred.

### Representative/Adviser

There is no requirement for you to use the services of, or employ a representative or adviser to help prepare your claim. The shipowner's insurer/1992 Fund will be happy to answer your questions, help you prepare your claim and to fill out this form.

### Amount of compensation

The maximum amount available under the 1992 Civil Liability and Fund Conventions to compensate all claimants with reasonable valid claims amounts to [currency equivalent of SDR applicable to the incident]. This is a limit and the actual amount paid in compensation will be dependent on the proven losses. Additional amounts are available under the Supplementary Fund.

### Percentage Payments

If the total amount of the established claims exceeds the total amount of compensation available under the two 1992 Conventions, the compensation paid to each claimant will be reduced proportionately. When there is a risk that this situation will arise, the 1992 Fund may have to restrict compensation payments to ensure that all claimants are given equal treatment. The payment level may increase at a later stage if the uncertainty about the total amount of the established claims is reduced.

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### Interim claims

If you claim for loss of income over a long period (e.g. a fisherman claiming for losses incurred during a lengthy fishing ban), you do not have to wait until the end of the period in which all the losses occur, before making a claim. You may submit claim forms at intervals (e.g. monthly) and an assessment will be made as to what your income would have been for each period and payment will be made accordingly.

### Equal treatment of claimants

All claimants will be treated on an equal basis; the latest claimants to present their claim before the expiration of the time bar have the same rights to compensation as those who applied in the early days following the incident.

<sup><1></sup> Article VIII of the 1992 Civil Liability Convention.

<sup><2></sup> Article 6 of the 1992 Fund Convention.



# How to fill in your claim form

**Please read these notes carefully.**

This claim form is in three parts. **You must complete and return each part:**

**Part 1**

**Details of the claimant** – person(s), business, government department or State making the claim.

**Part 2**

**Details of the claim** – 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.

**Part 3**

**Declaration** – claimants are required to make a declaration that their claims are a true and accurate reflection of their losses. The shipowner's insurer and the 1992 Fund take the presentation of fraudulent documentation seriously and if they become aware that fraudulent documentation has been submitted in support of a claim, they reserve the right to inform the appropriate national authority.

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 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.

Claimants are required to sign this declaration which is to be found at the end of the claim form (part 3). **Your claim will not be considered if this declaration is not signed.**

**Selecting a claim Category**

The 1992 Fund places claims for damage caused by oil pollution into one of five categories. If you have a claim in one or more of the categories, you should complete the corresponding section(s) of the claim form:

Claim Category	Section to complete
Costs of clean up and preventive measures	Section A
Property damage (e.g. cleaning, repairing or replacing property that has been contaminated by oil such as the hulls of vessels)	Section B
Economic loss in the fisheries, mariculture and fish processing sectors	Section C
Economic loss in the tourism sector and other related businesses	Section D
Other losses including costs of reasonable measures to reinstate the environment and post-spill studies	Section E

**SUMMARY OF SCOPE OF COMPENSATION AVAILABLE FOR EACH CATEGORY OF CLAIM**

**A - Costs of clean up and preventive measures**

Compensation is payable for the costs of reasonable measures taken to:

- Mobilise clean-up equipment/response resources;
- Monitor the oil spill;
- Combat oil at sea;
- Protect resources vulnerable to oil;
- Clean shorelines/coastal installations;
- Provide local reception facilities for cleaning, rehabilitating and treating contaminated wildlife (appropriate to the scale of the problem);
- Dispose of oil/oily waste;
- Recover oil from wrecks.

**B - Property Damage**

Compensation is payable for the reasonable costs of:

- Cleaning, repairing or replacing property contaminated by oil, eg hulls of vessels, fishing gear, and mariculture facilities;
- Cleaning intakes, machinery and equipment of industrial installations that abstract seawater, which have been contaminated by oil, e.g. power stations and desalination plants, fish farms etc.;
- Damage to facilities and infrastructure e.g. roads, piers and embankments resulting from clean-up operations (account is taken of the condition of the property prior to the incident, any betterment resulting from repairs and normal repair schedules).

**C - Economic loss in the fisheries, mariculture and fish processing sectors**

Compensation may be payable in the fisheries, mariculture and fish processing sectors for:

- The loss of earnings by the owners of property contaminated by oil (consequential loss) e.g. fishermen or owners of mariculture facilities whose gear/nets have become contaminated may suffer loss for the period when they are prevented from fishing, pending the gear being cleaned or replaced;
- Losses suffered by persons whose property has not been contaminated by oil (pure economic loss) but who are unable to work or who have lost revenue because of the oil contamination, e.g. fishermen may decide not to go fishing in order to prevent their gear and catch becoming contaminated resulting in economic loss, or who may be unable to work because of a government-imposed fishing ban.

**D - Economic loss in the tourism sector and other related businesses**

Compensation is payable for:

- Loss of profit for businesses in the tourism sector or which derive a large part of their income from tourists;
- The costs of reasonable measures such as targeted marketing campaigns, which are intended to prevent or reduce economic losses by countering the negative effects which can result from a major incident.

**E - Other losses including costs of reasonable measures to reinstate the environment and post-spill studies**

Compensation is payable for:

- Economic loss which can be quantified in monetary terms, e.g. a reduction in revenue for a not-for-profit marine park;
- Costs of reasonable 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;
- Costs of reasonable measures to reinstate contaminated environment, which are > technically, economically and environmentally feasible. The aim of any reasonable reinstatement measures should be to re-establish a biological community in which the organisms characteristic of that community at the time of the incident are present and functioning normally.

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

*Further information upon the criteria applicable to each category is available in the Claims Manual.*

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### 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 section of this form. Original documents must be submitted with the claim form. You are advised to retain photocopies of all of the documents you provide to us in order that you also have a record.

### When filling in this claim form

- 1. Bear in mind that 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 shipowner's insurer/1992 Fund for advice on the most appropriate method of presenting your claim.
- If a question gives a choice of answer of **YES** or **NO**, please enter a X next to the relevant answer.
- 3. 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](http://www.iopcfunds.org)). Alternatively, please contact the IOPC Funds at the address given below, or via the website for a hard copy of the 1992 Fund Claims Manual or sector - specific Guidelines.

- 4.** 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.
- 5.** You are strongly advised to **keep a photocopy of everything you send us**, in case it gets lost in the post, or in case it is required at a later stage. Please note supporting documents will only be returned upon request and normally only on settlement of the claim.
- 6. Any property damaged beyond repair must be retained** until an expert appointed by the shipowner's insurer/1992 Fund has examined the property and/or has expressly agreed to the disposal of the property.
- 7.** If you would like any help with filling in this form, please contact the shipowner's insurer/1992 Fund. They will be happy to answer your questions and help you prepare your claim.
- 8.** You must complete the claim form as fully and accurately as possible to avoid any delay in processing the application.

### How to submit a claim

In the event of an incident, the process for claim submission will be explained and specific customised claim forms and facilities will normally be made available. Information will be published on the IOPC Funds' website ([www.iopcfunds.org](http://www.iopcfunds.org)). However the claim is submitted, **it should be sent, together with all supporting documents and the signed declaration, 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 shipowner's insurer/1992 Fund, who will then make a decision on your claim(s). You will then be informed of the assessed amount. You will be required to sign a Receipt and Release form so that you may be paid the compensation.

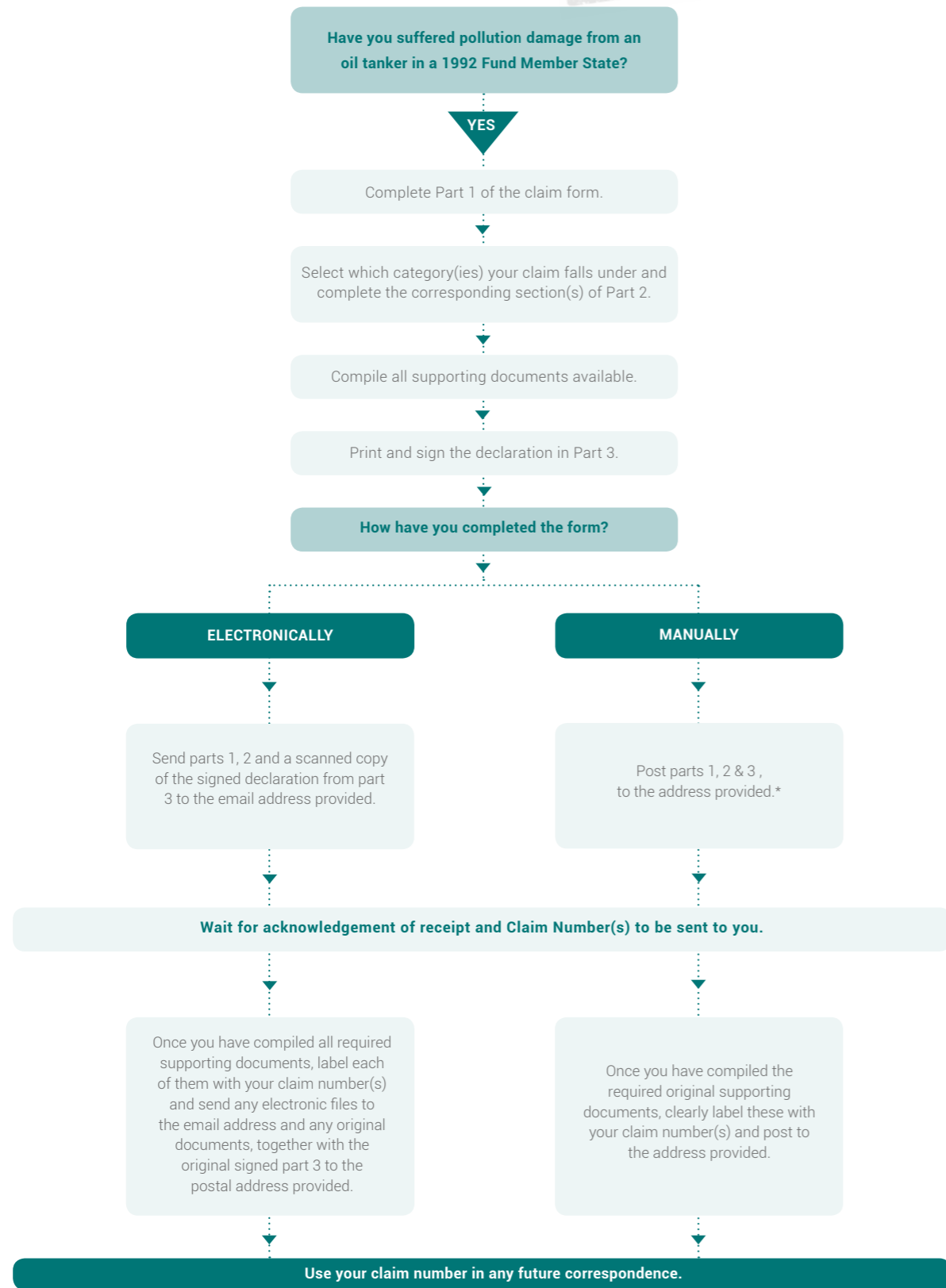
It is not possible to tell you how long it will be before your claim is assessed. It will depend on whether you have provided sufficient details to help assess your claim, how complex your claim is and on the number of other claims submitted. Your claim will be given our best attention to ensure as fair and accurate an assessment as possible. Should you have any queries on your claim, please contact the shipowner's insurer/1992 Fund.

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EXAMPLE

## Example of a typical claim submission process



\* If you have access to a scanner, please scan all items and send to the email address provided before posting.

# Part 1

## Claimant's details



EXAMPLE

## Claimant's Details

<b>1</b> Title	
<b>2</b> First/Given name(s)	
<b>3</b> Surname/Family name(s)	
<b>4</b> Age	
<b>5</b> Date of Birth (day/month/year)	
<b>6</b> Social Security/National Reference/ Identification Number (as applicable)	
<b>7</b> Name of Business/Partnership/Association/ Cooperative/Company/Company number/ Government Department or Agency/ Other (as applicable)	
<b>8</b> Are you the sole owner of the business or the sole appointed representative of the government agency etc., which is the subject of the claim?	Enter X as applicable Yes <input type="checkbox"/> No <input type="checkbox"/>
If NO, please describe the relationship of the claimant to the business	
<b>9</b> Contact details (please specify the address at which you wish to be contacted by entering X in relevant checkbox)	
<b>(a)</b> <input type="checkbox"/> Claimant's address	Address: ..... ..... ..... .....
Claimant's telephone number, fax number and email address	Tel: ..... Fax: ..... E-mail: .....
<b>(b)</b> <input type="checkbox"/> Business address (if different to above)	Address: ..... ..... ..... .....
Business telephone number, fax number and email address	Tel: ..... Fax: ..... E-mail: .....

# Part 2 Section A

## Costs of clean up and preventive measures



## Completing a claim for costs of clean up and preventive measures

This section of the claim form refers to claims for the costs of clean up and preventive measures only. For other types of claims, please consider the alternative sections of the claim form.

You must respond as fully and accurately as possible to avoid delays in processing your request. If there is not enough space for your answer, please **use extra pages clearly marking them to show to which question they relate, and use spreadsheets to provide detailed information.** Please provide details of all taxes/levies paid, including the amounts paid and the recipient. **You must provide documents or other evidence in support of your claim.**

### Scope of compensation

Compensation is payable for the costs of reasonable measures taken to:

- Mobilise clean-up equipment/salvage resources;
- Monitor the oil spill;
- Combat oil at sea;
- Protect resources vulnerable to oil;
- Clean shorelines/coastal installations;
- Provide local reception facilities for cleaning, rehabilitating and treating contaminated wildlife (appropriate to the scale of the problem);
- Dispose of oil/oily waste;
- Recover oil from wrecks.

For further information relating to the types of claims which are admissible for compensation, please refer to the Claims Manual (available

via the Publications section of the IOPC Funds' website, [www.iopcfunds.org](http://www.iopcfunds.org)) and the checklist below:

### Checklist

Information required relating to clean-up claims:

- Delineation of the area affected, describing the extent of the pollution and identifying those areas most heavily contaminated (for example using maps or nautical charts, supported by photographs, video or other recording media)
- Laboratory analysis and/or other evidence linking the oil pollution with the tanker involved in the incident (such as chemical analysis of oil samples, relevant wind, tide and current data, observation and plotting of floating oil movements)
- Summary of events, including a description and justification of the work carried out at sea, in coastal waters and on shore, together with an explanation of why the various working methods were selected
- Dates on which work was carried out, identifying particularly work at individual sites
- Labour costs (number and categories of response personnel, the name of their employer, hours or days worked, regular or overtime rates of pay, method of calculation or basis of rates of pay and other costs) and relevant information (invoices, receipts, worksheets and wage records, log books, deck books, etc). Please identify the individual worksites at which the labour was employed

- Travel, accommodation and living costs for response personnel
- Equipment costs (types of equipment used, supplier, rate of hire or cost of purchase, method of calculation of hire rates, quantity used, period of use), and relevant information (invoices, contracts, hire or charter agreements, worksheets, log books, etc.) Please identify the individual worksites at which the equipment was used
- Cost of replacing equipment damaged beyond reasonable repair (type and age of equipment, supplier, original purchase cost and circumstances of damage supported by photographs, video or other recording media)
- Consumable materials (description, supplier, quantity, unit cost and where used) and relevant information (purchase orders, invoices, receipts, etc.)
- Any remaining value at the end of the operations of equipment and materials purchased specifically for use in the incident in question
- Age of equipment not purchased specifically for use in the incident in question, but used in that incident
- Transport costs for personnel, equipment, waste material, etc. (number and types of vehicles, vessels or aircraft used, number of hours or days operated, distance travelled or start and end locations, rate of hire or operating cost, method of calculating rates claimed) and relevant information (tickets, weighbridge reports, manifests, log books, etc.)

- Cost of temporary storage (if applicable) and of final disposal of recovered oil and oily material, including quantities of waste handled, unit cost and method of calculating the claimed rate

Be sure to provide all documents required, including those listed 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 3.1 in the Claims Manual and the Guidelines for presenting claims for clean up and preventive measures.**



Claim Number (for internal use only)

### Summary of your claim

In addition to the information required under the checklist, please also provide the following information. Please enter a summary of the requested information below. The boxes below can be expanded when completing electronically. When completing by hand, separate sheets can be added if further space is required. However, please provide detailed information in a spreadsheet.

- 1) A summary of events (description and justification of the work carried out at sea, in coastal waters and on shore, together with an explanation of why the various working methods were selected).

- 2) Details of the area(s) where the clean-up operations and preventive measures were undertaken. Please provide a marked map/chart and photographs (if available) indicating the location of the clean-up operations conducted.

- 3) Date(s) on which such clean-up operations and preventive measures took place.

- 4) A detailed description of the clean-up operations conducted and preventive measures undertaken.

- 5) Details of the personnel used for the operations, including:

a. Number and roles of personnel employed;

b. Days/hours worked, daily/hourly rate and overtime rate (specify calculation method, other labour costs, etc.);

c. Travel and accommodation expenses for response personnel;

d. Summary of costs of food, personal protective equipment, communications, etc. for response personnel.

- 6) Details of the equipment used for the operations. **Please provide full details on a spreadsheet and send with your claim form.** Please also provide information on how and where the equipment was used together with full technical specifications (equipment manufacturer, capacity, etc.).

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Claim Number (for internal use only)

For large items of expenditure such as vessels or aircraft, treatment of waste, establishment of wildlife treatment centres, or removal of oil from wrecks, please see the separate lists at the end of this section which detail the type of information required.

You may wish to use the following tables as examples of the type of information required, in respect of equipment owned, used or hired for the clean up and response operations. Templates of similar tables and spreadsheets are available to download from the IOPC Funds website.

**A Equipment owned** by the claimant (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 Cost	
				Delivery	Return		Mon 3rd	Tue 4th	Wed 5th	Thur 6th	Fri 7th	etc.		
						In use								
						Standby								
						In use								
						Standby								
<b>6A - Total</b>														

**B Equipment rented/hired from third parties** (type of equipment, cost of transport, cost and duration of use)

Description of equipment rented/hired	Date of hire	Transport costs (if applicable)		Daily hire rate	Period of use (days)						Total Cost		
		Delivery	Return		Mon 3rd	Tue 4th	Wed 5th	Thur 6th	Fri 7th	etc.			
				In use									
				Standby									
				In use									
				Standby									
<b>6B - Total</b>													

**C Equipment purchased** by the claimant (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 Cost
							Mon 3rd	Tue 4th	Wed 5th	Thur 6th	Fri 7th	etc.	
						In stock							
						Issued for use							
						In stock							
						Issued for use							
<b>6C - Total</b>													

- 7) If any equipment has been damaged during the clean-up operations or preventive measures undertaken, indicate circumstances of the damage, cost of repair/refurbishment or replacement of the item.

**EXAMPLE**

- 8) Costs of storage or disposal of oil, oily waste and oily products recovered (specify quantity of waste and disposal method)

- 9) Total of other costs or expenses incurred eg. aircraft hire, vessel hire, treatment of waste, establishment of wildlife treatment centre, removal of oil from the wreck, etc.

#### 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 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 equipment rented	+	
Item 6(C): Cost of equipment purchased	+	
Item 7: Equipment repair costs	+	
Item 8: Cost of storage/disposal of oil or oily products	+	
Item 9: Other costs/expenses	+	
<b>Total</b>	=	

#### Additional Information

Are the expenses referred to in this claim insured in whole or in part?  Yes  No

If YES, please provide full details (name of insurance company, policy type, claim submitted, amount paid, amount insured, any exclusions, etc.)

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.

Have you submitted additional pages/documents to this claim form?  Yes  No

Please specify

Please submit all supporting documents and evidence for all costs incurred as detailed above

#### 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-up 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

**EXAMPLE**

cleaning costs, port charges. Please provide daily logs of each voyage conducted and any relevant charter agreements, contracts of affreightment or call-up 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,

**EXAMPLE**

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.

## Part 2 Section B

### Property Damage



## Completing a claim for property damage

This section of the claim form refers to claims for property damage only. For other types of claims, please consider the alternative sections of the claim form.

You must respond as fully and accurately as possible to avoid delays in processing your request. If there is not enough space for your answer, please use extra pages clearly marking them to show to which question they relate.

You must provide documents or other evidence in support of your claim. If a survey is undertaken of the damaged property, please provide a copy of the survey report. Please provide details of all taxes/levies paid, including the amounts paid and the recipient.

**It is imperative that any property damaged beyond repair is retained** until an expert appointed by the shipowner's insurer/1992 Fund has examined the property and/or has expressly agreed to the disposal of the property.

### Scope of compensation

Compensation is payable for the reasonable costs of:

- Cleaning, repairing or replacing property contaminated by oil, e.g. hulls of vessels, fishing gear, and mariculture facilities;
- Cleaning intakes, machinery and equipment of industrial installations that abstract seawater, which have been contaminated by oil, e.g. power stations and desalination plants, fish farms, etc.;
- Damage to facilities and infrastructures, e.g. roads, piers and embankments resulting from clean-up operations.

Account is taken of the condition of the property prior to the incident, any betterment resulting from repairs and normal repair schedules.

For further information relating to the types of claims which are admissible for compensation, please refer to the Claims Manual (available via the Publications section of the IOPC Funds' website, [www.iopcfunds.org](http://www.iopcfunds.org)) and the checklist below.

### Checklist

Information required relating to claims for property damage:

- Extent of pollution damage to property and an explanation of how the damage occurred
- Description and photographs of items destroyed, damaged or needing cleaning, repair or replacement (for example boats, fishing gear, roads, clothing), including their location. Where available, photographs of the property prior to oiling should be provided to allow a clear understanding of the work necessary to reinstate the item to the condition prior to the oiling
- Original purchase price of damaged equipment with receipt/invoice
- Cost of repair work, cleaning or replacement of items, with a breakdown to show individual labour costs, purchases, etc
- Invoice of costs incurred
- Age of damaged items replaced
- Information on normal repair and maintenance schedules where relevant
- Please declare whether you have received extra income as a result of the incident

**For further information please refer to section 3.2 in the Claims Manual.**

### Summary of your claim

1) Brief description of property damaged and explanation of how damage occurred. Please provide detailed photographs. Please mark the photographs to indicate the item shown and how this relates to the claim.

2) Are you the sole owner of the damaged property?  Yes  No

If NO, indicate who owns the property and the nature of the relationship between the applicant and property

3) Description of repairs or cleaning operations performed to the property, or cost of replacement.

4) License/registration number (if applicable. e.g. for fishermen)

5) Date(s) on which the repair or cleaning of goods took place or date on which replacement was purchased.

6) Details of normal repair or replacement schedules of property

7) Personnel used, please specify:

a. Number and roles of personnel employed

b. Days/hours worked, daily/hourly rate and overtime rate (specify calculation method, other labour costs, etc)

c. Travel and accommodation expenses for personnel involved in repair or cleaning

d. Summary of costs of food, personal protective equipment, communications, etc. for response personnel

**EXAMPLE****8) Equipment used, please specify**

a. Purchase price of equipment

b. Cost per day/hour (please specify) of equipment hired

c. Duration of use of equipment (days/hours – please specify)

**9) Detail of other costs or expenses incurred (e.g. survey costs)****10) Residual value of equipment/goods purchased****11) Age of damaged goods replaced****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 7: Cost of personnel (7b +7c + 7d)	+	
Item 8: Cost of equipment used (Total of 8a +(8bx8c))	+	
Item 9: Other costs (e.g. survey costs)	+	
Item 10: Residual value of equipment purchased	-	
<b>Total</b>	=	

**Additional Information**

Are the damages referred to in this claim insured in whole or in part?  Yes  No

If YES, please provide full details (name of insurance company, policy type, claim submitted, amount paid, amount insured, any exclusions, etc.)

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.

Have you submitted additional pages/documents to this claim form?  Yes  No

Please specify

**Please submit all supporting documents and evidence for all costs incurred as detailed above.**

# Part 2 Section C

## Economic loss in the fisheries, mariculture and fish processing sectors



EXAMPLE

## Completing a claim for economic loss in the fisheries, mariculture and fish processing sector

This section of the claim form refers to claims for economic loss in the fisheries, mariculture and fish processing sectors only. For other types of claims, please consider the alternative sections of the claim form.

You must respond as fully and accurately as possible to avoid delays in processing your request. If there is not enough space for your answer, please use extra pages clearly marking them to show to which question they relate.

**You must provide documents or other evidence in support of your claim.** The documents submitted should include accounts or tax returns of the individual claimant for three years before the incident. If you are claiming as an individual or business/corporation, please provide details of all taxes/levies paid, including the amounts paid and the recipient. Please provide the licenses (if these are required under domestic law) for the three-year period prior to the incident.

**It is imperative that any property damaged beyond repair is retained** until an expert appointed by the shipowner's insurer/1992 Fund has examined the property and/or has expressly agreed to the disposal of the property.

### Scope of compensation

Compensation may be payable in the fisheries, mariculture and fish processing sectors for:

- The loss of earnings by the owners of property contaminated by oil (consequential loss) e.g. fishermen or owners of mariculture facilities whose gear/nets have become contaminated may suffer loss for the period when they are prevented from fishing pending the gear being cleaned or replaced;

- The losses suffered by persons whose property has not been contaminated by oil (pure economic loss) but who are unable to work or who have lost revenue because of the oil contamination e.g. fishermen may decide not to go fishing in order to prevent their gear and catch becoming contaminated resulting in economic loss, or who may be unable to work because of a government-imposed fishing ban.

Claimants are also expected to take steps to minimise their losses.

Claims for economic loss qualify for compensation if the loss was caused by contamination. In order for a claim in this sector to qualify for compensation there should be a sufficiently close link of causation between the contamination and the loss or damage.

For further information relating to the types of claims which are admissible for compensation, please refer to the Claims Manual and the claimant guidelines relating to this category of claim (available via the Publications section of the IOPC Funds' website, [www.iopcfunds.org](http://www.iopcfunds.org)) and the checklist below.

### Checklist

#### 1. Fisheries Sector

Specific information required relating to claims for economic losses in the fisheries sector:

- Type of vessel
- Size of vessel
- License number
- Landing base

- Fishing area
- Cooperative membership number/details
- Nature of the loss, including evidence that the alleged loss resulted from the contamination
- Number of fishing days per month
- Monthly breakdown of income for the period of the loss and over the previous three years
- Commission sales records over the previous three years
- Type of species caught
- Where possible, monthly breakdown of the quantity (kilograms) of each marine product caught for the period of the loss and over the previous three years
- Saved overheads or other normal variable expenses (sales commission, cost of fuel, gas and electricity, feeding costs, ice, packaging, maintenance)
- Saved labour costs (if labourers have been released from employment)
- Method of calculation of loss
- Details of any measures taken to prevent or minimise pure economic loss by counteracting the negative impact of the pollution on the activity, including description and cost
- Please declare whether you have received extra income as a result of the incident

#### 2. Mariculture and fish processing sectors

Specific information required relating to claims for economic loss in the mariculture and fish processing sectors:

- Location of operation
- Proof of ownership
- License number

EXAMPLE

- Number of production units
- Size of individual production units or area of production facility
- Nature of the loss, including evidence that the alleged loss resulted from the contamination
- Monthly breakdown of income for the period of the loss and over the previous three years
- Commission sales records over the previous three years
- Type of species produced, harvested or processed
- Where possible, monthly breakdown of the quantity (kilograms) of each marine product harvested or processed for the period of the loss and over the previous three years
- Saved overheads or other normal variable expenses (sales commission, cost of fuel, gas and electricity, feeding costs, ice, packaging, maintenance)
- Saved labour costs (if labourers have been released from employment)
- Method of calculation of loss
- Details of any measures taken to prevent or minimise pure economic loss by counteracting the negative impact of the pollution on the activity, including description and cost
- Please declare whether you have received extra income as a result of the incident

**For further information please refer to section 3.3 in the Claims Manual and the Guidelines for presenting claims in the fisheries, mariculture and fish processing sector.**

Claim Number (for internal use only)



**Summary of your claim**

- 1) Brief description of the type of activity/operation conducted e.g. fishing/mariculture/fish processing:  


---
- 2) Brief description of the loss claimed  


---
- 3) Results of laboratory analysis and/or other evidence linking the oil pollution with the ship(s) involved in the incident  


---
- 4) Type and size of vessel used (if applicable)  


---
- 5) Name of vessel, and fishing licence/registration number (if applicable)  


---
- 6) Cooperative/fishing association membership (if applicable)  


---
- 7) Name of owner of fishing/mariculture/fish processing business  


---
- 8) Is the claimant the sole owner of the business/vessel/operation detailed above?  Yes  No  
 If NO, indicate who owns the business/vessel/operation and the nature of the relationship to the claimant  


---
- 9) Is the claimant's business or operation subject to an administrative ban as a result of the incident?  Yes  No  
 If YES, indicate the nature and date of this ban (start and finish)  


---
- 10) Is your business subject to a quota?  Yes  No  
 If YES, please provide further details  


---
- 11) Location of your homeport and fishing grounds/operation/usual place of business. Please also provide separately the location on a map or chart giving co-ordinates.  


---
- 12) Details of the species usually caught/produced/harvested/processed  


---
- 13) Details of any alternative fishing ground(s) in which you operated during the ban  


---

Claim Number (for internal use only)



**Summary of the claimed loss**

- 14) Brief description of loss incurred and explanation of how the loss occurred  


---
- 15) Claim period  
 From .....to .....
- 16) Details of the age of the stock at the time of contamination and the normal planned harvest date(s) of the stock  


---

**Revenues by month for the period of loss claimed and in the preceding three years of fishing/mariculture/ fish processing.**

The example table below should be completed for the **three years before the incident**, as well as for the claim period. If necessary, please use additional pages clearly marking them, to show to which question and time period they relate. Templates of this table and other similar spreadsheets can be downloaded from the IOPC Funds website.

Date or period of activity		Species caught/ harvested	Volume or weight caught/ harvested/ sold	Price per kilogram on date of sale	Income per month	
Month	Year				Gross	Net
<b>Total</b>						

- 17) Total net loss during claim period (from table above)  


---
- Details of any savings**
- 18) Saved overheads or other normal variable expenses due to the incident (e.g. sales commission, cost of fuel, gas and electricity, diesel, feeding costs, ice for storage, packaging, maintenance, cost of fish, food for fish etc. which were not purchased or used) (see box 19 below for saved labour costs)  


---
- 19) Saved labour costs (if labour/staff have been released or have worked reduced hours)  


---

Claim Number (for internal use only)

**EXAMPLE**

20) Details of any measures taken to prevent or minimise pure economic loss, including description and cost

21) Details of alternative income you earned during the time your business/operation was interrupted  
 (eg participation in cleaning operations, paid employment for other tasks, etc.)

#### 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 17: Amount of loss during claim period		
Item 18: Saved overheads or other normal variable costs	-	
Item 19: Saved labour costs	-	
Item 20: Costs incurred to minimise loss	+	
Item 21: Alternative income earned	-	
<b>Total</b>	=	

In order to calculate your loss:

The estimated loss of revenue is the difference between the revenue (excluding taxes) over the claim period and the revenue that would have been obtained over the same period, if the incident had not occurred. The revenues used in this calculation should be based on actual revenues attained in the business and NOT on an estimation of future losses.

#### Additional Information:

Are the losses referred to in this claim insured in whole or in part?  Yes  No

If YES, please provide full details (name of insurance company, policy type, claim submitted, amount paid, amount insured, any exclusions, etc.)

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.

Have you submitted additional pages/documents to this claim form?  Yes  No  
 Please specify

**Please submit all supporting documents and evidence for all costs incurred as detailed above.**

## Part 2 Section D

### Economic loss in the tourism sector and other related businesses





## Completing a claim for economic loss in the tourism sector and other related businesses

This section of the claim form refers to claims for economic losses in the tourism sector and other related businesses only. For other types of claims, please consider the alternative sections of the claim form.

You must respond as fully and accurately as possible to avoid delays in processing your request. If there is not enough space for your answer, please use extra pages clearly marking them to show to which question they relate.

**You must provide documents or other evidence in support of your claim.** Please provide details of all taxes/levies paid, including the amounts paid and the recipient.

### Scope of compensation

Compensation is payable for:

- Loss of profit for businesses in the tourism sector or which derive a large part of their income from tourists;
- The costs of reasonable measures such as targeted marketing campaigns, which are intended to prevent or reduce economic losses by countering the negative effects which can result from a major incident.

Claims for economic loss qualify for compensation if the loss was caused by contamination. In order for a claim in this sector to qualify for compensation there should be a sufficiently close link of causation between the contamination and the loss or damage. For further information relating to the types of claims which are admissible for compensation, please refer to the Claims Manual and the claimant guidelines relating to this category of claim (available via the

Publications section of the IOPC Funds' website, [www.iopcfunds.org](http://www.iopcfunds.org)) and the checklist.

### Checklist

Information required relating to claims for economic losses in the tourism sector and other related businesses:

- Name/type of business, e.g. hotel, restaurant, shop (please specify what type of shop), guest house, boat operator, other activity (please specify)
- Capacity of the business (e.g. number of rooms, covers, etc.)
- Title/position of claimant (owner, manager, etc.). Please provide proof of title
- Length of period of activity of the business under current ownership
- Nature of the loss, including evidence that the alleged loss resulted from the contamination
- Monthly breakdown of income for the period of the loss and for the same period for the previous three years
- Annual accounts for the year in which the loss occurred, if available, and for the previous three years. For claims made within the existing trading year, please provide annual accounts for the last three full trading years and monthly management accounts for the year to date
- Tax return for the year in which the loss occurred, if available, and for the previous three years
- Where possible, monthly breakdown of the number of "units" sold for the period of the loss and for the previous three years

- Details of changes in capacity of the business (for example the number of bedrooms in a hotel) and changes in opening hours or prices charged in the year in which the loss occurred and during the previous three years
- Saved overheads or other normal variable expenses (toiletries, electricity, cleaning and maintenance costs, etc.) as a result of the downturn in activity for which you are claiming.
- Saved labour costs as a result of the downturn in activity for which you are claiming
- Method of calculation of loss

### Summary of your claim

1) Name/type of business activities, e.g. hotel, restaurant, shop (please specify what type of shop), guest house, boat operator, other activity (please specify)

2) Capacity of the business (e.g. number of rooms, restaurant seats, area of retail space etc.)

3) How long have you run the business under the current ownership?

### Opening period of your business

4) Please indicate the normal opening period of your business by ticking the appropriate checkbox and completing the relevant information:

- Open all year From ...../..... to...../.....20[.]
- Seasonal opening (specify hours of opening) Opening hours: from.....to .....

5) After the incident, did you close your business?  Yes  No

If YES, indicate the period and the reasons for the closure

EXAMPLE

EXAMPLE

- Details of any measures taken to prevent or minimise pure economic loss by counteracting the negative impact of the pollution on the activity, including description and costs

- Please declare whether you have received extra income as a result of the incident

**For further information please refer to sections 3.4 and 3.5 in the Claims Manual and the Guidelines for presenting claims in the tourism sector.**

Claim Number (for internal use only)

Claim Number (for internal use only)

EXAMPLE

### Changes in capacity

6) If the capacity of your business has changed during the three years before the incident, provide details and evidence of any changes to your business in a table as shown below:

Year	Year of incident - 3	Year of incident - 2	Year of incident - 1	Year of incident
Capacity				
Changes to capacity				

### Details of revenue

7) Using a table similar to that below will help you record your sales and monthly revenue during the period of your claim, as well as for the three years prior to the incident. Templates of similar tables and spreadsheets are available to download from the IOPC Funds website. Please use additional sheets of paper clearly marking them, to show to which question and time period they relate. Please refer to the note below this table.

Month	Year of incident - 3		Year of incident - 2		Year of incident - 1		Year of incident	
	Units* sold	Monthly Revenue**	Units* sold	Monthly Revenue**	Units* sold	Monthly Revenue**	Units* sold	Monthly Revenue**
January								
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
Total								

The table should be completed to provide the sales per 'unit'\* as well as the monthly revenue for the year of the incident and for the three years prior to the incident.

\* The term 'unit' refers to:

- For hotels: the number of bedrooms let
- For campsites: the number of pitches let
- For self-catering accommodation: the number of weeks let
- For restaurants: the number of meals sold
- For tourist attractions: the number of visitors/tickets sold
- For shops: retail floor area
- For beach rental business: the number of units available for hire

\*\*Monthly revenue should exclude sales tax

**For businesses such as shops and bars, a breakdown of the sales income and items sold is required.**

EXAMPLE

### Summary of the claimed loss

8) Brief description of loss incurred and explanation of how the loss occurred

9) Claim period

From .....to .....

10) Amount claimed and method of calculation for claim period

### Amount of loss during claim period

Estimated loss of revenue (excluding tax) (A)	
Variable costs related to revenue (in %) (B)	
Savings of variable costs related to the loss of revenue (C) = (A) x (B)	
Amount of loss during claim period (A) - (C)	

In order to calculate your loss:

- (A) The estimated loss of revenue is the difference between the revenue (excluding taxes) over the claim period and the revenue that would have been obtained over the same period, if the incident had not occurred. The revenues used in this calculation should be based on actual revenues attained in the business and NOT on an estimation of future losses.
- (B) Variable costs are expenses directly related to revenue. They are expressed as a percentage of revenue. For a hotel/restaurant, variable costs could be goods consumed, water and energy, cleaning, laundry, dry cleaning, guest welcome kits, cleaning contract, etc. For a furnished apartment, variable costs could be water and energy, booking commission fees, management and maintenance of furnished apartment, etc.

### Details of savings and additional revenues and costs

11) Savings on personnel (e.g. salary and non-seasonal staff hired)

12) Details and costs of measures taken to minimise losses

13) Details of your business income received as a direct result of incident (e.g. earned during exceptional opening hours). This should be net business income, calculated as additional revenue minus variable costs

**EXAMPLE**

**14)** Details of all other substitute income that you earned during the relevant period (e.g. resulting from other paid activities including clean up response)

**15)** Other expenses incurred as a result of the incident

#### 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. Templates of similar tables and spreadsheets are available to download from the IOPC Funds website. Whichever method you use, you must provide an explanation of the method you have used to calculate the total amount of the claim.

Amount of loss during claim period (see table on page 33)		
Item 11: Savings	-	
Item 12: Costs incurred to minimise losses	+	
Item 13: Other business income	-	
Item 14: Substitute income	-	
Item 15: Other expenses	+	
<b>Total</b>	=	

#### Additional Information:

Are the losses referred to in this claim insured in whole or in part?  Yes  No

If YES, please provide full details (name of insurance company, policy type, claim submitted, amount paid, amount insured, any exclusions etc.)

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.

Have you submitted additional pages/documents to this claim form?  Yes  No

Please specify

**Please submit all supporting documents and evidence for all costs incurred as detailed above.**

# Part 2 Section E

## Other losses



## Completing a claim for other losses

This section of the claim form refers to claims for other losses, including loss of profit from impairment to the environment and costs of reasonable measures of reinstatement to the environment only. For other types of claims, please consider the alternative sections of the claim form.

You must respond as fully and accurately as possible to avoid delays in processing your request. If there is not enough space for your answer, please use extra pages clearly marking them to show to which question they relate.

**You must provide documents or other evidence in support of your claim.** If you are claiming as an individual or business/corporation, please provide details of all taxes/levies paid, including the amounts paid and the recipient.

### Scope of compensation

Compensation is payable for:

- Economic loss which can be quantified in monetary terms e.g. a reduction in revenue for a not-for-profit marine park. For claims related to economic loss which can be quantified in monetary terms, please refer to sections C and D of the claim form;
- Costs of reasonable measures to reinstate the contaminated environment, which are technically, economically and environmentally feasible. The aim of any reasonable reinstatement measures should be to re-establish a biological community in which the organisms characteristic of that community at the time of the incident are present and functioning normally.
- Costs of reasonable 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 (see Part 1 below).

For further information relating to the types of claims which are admissible for compensation, please refer to the Claims Manual (available via the Publications section of the IOPC Funds' website, [www.iopcfunds.org](http://www.iopcfunds.org)) and the checklist below.

### Checklist

Information required relating to claims for reinstatement and post-spill studies:

- 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)
- 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)
- Details, copies and results of any studies undertaken to assess environmental damage, together with a breakdown of the costs involved
- Detailed description of any reinstatement measures undertaken or to be undertaken and a breakdown of the costs

**For further information please refer to section 3.6 in the Claims Manual and the Guidelines for presenting claims for environmental damage.**

### Summary of your claim

#### 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

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

a. Cost of personnel (number and categories, hours and rate)

b. Type of material used (cost and duration of use)

c. 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	+	
<b>Total</b>	=	

Claim Number (for internal use only)

**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

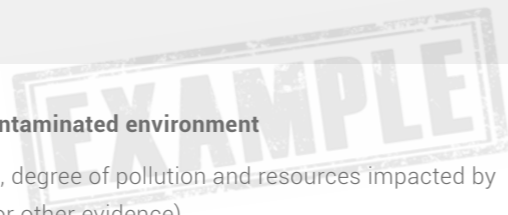
5) Personnel used for the reinstatement measures

a. Number and roles of personnel employed

b. Hours worked and rate (specify calculation method, other labour costs, etc)

c. Travel and accommodation expenses for reinstatement personnel

d. Summary of costs of food, personal protective equipment, communications, etc. for response personnel



Claim Number (for internal use only)

6) Equipment used for the reinstatement measures. Please refer to the following tables as examples of the information requested. 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.

**A Equipment owned** (type of equipment, purchase cost and residual value, transport costs, daily rate and period of use)

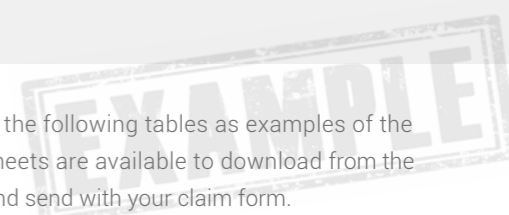
Description of equipment owned	Date of purchase	Purchase cost	Residual value after use	Transport costs		Daily rate	Period of use (days)						Total Cost	
				Delivery	Return		Mon 3rd	Tue 4th	Wed 5th	Thur 6th	Fri 7th	etc.		
				In use	Standby									
<b>6A - Total</b>														

**B Equipment rented/hired** (type of equipment, cost of transport, cost and duration of use)

Description of equipment rented/hired	Date of hire	Transport costs (if applicable)		Daily hire rate	Period of use (days)						Total Cost			
		Delivery	Return		Mon 3rd	Tue 4th	Wed 5th	Thur 6th	Fri 7th	etc.				
		In use	Standby											
<b>6B - Total</b>														

**C 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 Cost	
							Mon 3rd	Tue 4th	Wed 5th	Thur 6th	Fri 7th	etc.		
						In stock	Issued for use							
<b>6C - Total</b>														



**EXAMPLE**

7) Costs 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 equipment rented	+	
Item 6(C): Cost of equipment purchased	+	
Item 7: Cost of storage/disposal of oil or oily products	+	
Item 8: Other costs/expenses	+	
<b>Total</b>	=	

#### 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.

Please submit all original supporting documents and evidence for all costs incurred as detailed above.

# Part 3

## Declaration



Claim Number(s) (for internal use only)



## 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 or material gains I have received, including from clean-up activities and aid organisations or government funds, during the period claimed. I am aware that the shipowner's insurer and the 1992 Fund takes the presentation of fraudulent documentation seriously and if it/they becomes aware that such documentation has been submitted in support of my claim, it/they reserves the right to inform the appropriate national authority should that be the case.

Full name of claimant (printed):

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Signature of claimant:

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Claim number(s) (if known):

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### Notes:

- For partnerships (general partnerships and limited partnerships), all general partners must sign this declaration.
- For companies with limited liability, the declaration must be signed by all members/managers (unless it is managed by one member/manager).
- For corporations with a board of directors, the declaration must be signed by the chairman of the board of directors.
- For corporations with directors and a supervisory board, the declaration must be signed by the chairman of the supervisory board.
- For associations, cooperatives or other community of private law or public law, the declaration must be signed by the president or any legal representative of the said corporation, duly authorised to that effect.

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 payment of compensation (including the shipowner's insurer, the 1992 Fund, its/their experts, and the Limitation Court.)

## Notes

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