**To:** **Shipping Agents, Truckers**

**c.c: SSL Staff, Security, Corporation of Hamilton**

**From: Mr. Warren Jones – CEO – Polaris Holding Company Limited**

**Re: Reporting of Damages**

**Date: 14 November 2014**

Please note that it is expected that a damage report will be filed with the SSL Dock Operations Manager/Superintendent prior to any damaged cargo leaving the Hamilton Docks. You are reminded that SSL will not accept responsibility for any damage claims made after cargo has been removed from the dock unless a report has been filed, an investigation undertaken and fault determined.

SSL will also ensure that any damage noted by its staff upon cargo arrival is reported to the Ships’ Chief and documented accordingly. SSL will not discharge any damaged cargo that is not signed off by the Chief.

Thank you for your attention to these procedures which will assist us all to provide better service to our customers.



**Warren W. Jones**

**CEO**

***Polaris Holding Company Ltd.***