



**Sun Flower Insurance Brokers Limited**  
 Room 1105-08, Hing Yip Commercial Centre, 282 Des Voeux Road Central, Hong Kong  
 Tel: 2521 1881 Fax: 2521 1919 Email: vip@sunflowergroup.com.hk www.sunflowerVIP.com  
 Thank you for considering Sun Flower to be one of your selected intermediaries.  
 We are pleased to get in touch should you have any enquiry regarding the captioned insurance.



**中銀集團保險有限公司**  
**BANK OF CHINA GROUP INSURANCE COMPANY LIMITED**

本公司專用 Office Use  
 賠案編號  
 Claim No. \_\_\_\_\_

總公司：香港德輔道中 71 號永安集團大廈八樓  
 HEAD OFFICE: 8/F., Wing On House, 71 Des Voeux Road Central, Hong Kong. 電話：2867 0888 傳真：3906 9922  
 Tel: 2867 0888 Fax: 3906 9922

**汽車擋風玻璃損毀索償表格**  
**MOTOR WINDSCREEN DAMAGE CLAIM FORM**

**保單資料 INSURANCE POLICY DETAILS**

保戶名稱 \_\_\_\_\_ 保單號碼 \_\_\_\_\_  
 Name of Insured \_\_\_\_\_ Policy No. \_\_\_\_\_  
 地址 \_\_\_\_\_  
 Address \_\_\_\_\_  
 聯絡電話 \_\_\_\_\_ 電郵 \_\_\_\_\_  
 Contact Tel No. \_\_\_\_\_ E-mail \_\_\_\_\_

\*您是否將會使用本公司的“擋風玻璃維修增值服務”？(詳情及服務供應商聯絡方法請看附頁)  
 \* Will you use the “Windscreen Repairing Add-on Services” provided by our company? \* (Please refer to the attachment for the relevant details and the service provider’s contact method)

是 Yes (請聯絡本公司服務供應商預約服務，並通過該公司協助填寫以下資料及處理索償  
 Please contact our company’s service provider to make an appointment, and they can assist you in filling in the information below and handling the claim.)  
 否 No (請提交“汽車擋風玻璃損毀索償表格”，收悉上述表格後，本公司職員會儘快聯絡閣下處理有關個案  
 Please submit the duly signed Motor Windscreen Damage Claim Form to our company. Our handling officer will contact you shortly upon receipt.)

**駕駛人資料 Particulars of Driver**

姓名 \_\_\_\_\_ 職業 \_\_\_\_\_ 出生日期 \_\_\_\_\_ 日 \_\_\_\_\_ 月 \_\_\_\_\_ 年 \_\_\_\_\_ 駕駛執照號碼 \_\_\_\_\_  
 Name \_\_\_\_\_ Occupation \_\_\_\_\_ Date of Birth \_\_\_\_\_ DD \_\_\_\_\_ MM \_\_\_\_\_ YY Driving Licence no. \_\_\_\_\_  
 地址 \_\_\_\_\_ 聯絡電話 \_\_\_\_\_  
 Address \_\_\_\_\_ Tel No. \_\_\_\_\_

如駕駛人並非車主，車主是否知道及同意車輛被使用？  
 If the driver was not the owner, was the vehicle being used with the owner’s knowledge and consent?  Yes  No

**受保車輛資料及遇事情況**  
**Particulars of Insured Vehicle and Circumstances of Accident**

車輛登記號碼 Vehicle Registration No.	廠名及型號 Make & Model	車身底盤號碼 Chassis No.	引擎號碼 Engine No.	汽缸容量 Cubic Capacity	出廠年份 Year of Manufacture

遇事日期 \_\_\_\_\_ 時間 \_\_\_\_\_ 地點 \_\_\_\_\_  
 Date of Accident \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

遇事經過  
 Description of Accident  
 \_\_\_\_\_  
 \_\_\_\_\_

**車輛之損毀位置**

Area of the damaged part(s) of the vehicle

左邊前車窗  左邊後車窗  右邊前車窗  右邊後車窗  前擋風玻璃  後擋風玻璃  天窗  
 LHS Front Window LHS Rear Window RHS Front Window RHS Rear Window Front Windscreen Rear Windscreen Sun Roof

請於下列圖案上劃出車輛損毀位置  
 Please mark the damaged area of the vehicle at the diagram below



**所需索償文件 Required Claims Documents**

- 已簽妥之車輛登記文件副本 (前、後頁)及有效行車證副本 Copy of both front and back pages of the duly signed Vehicle Registration Document and the valid Motor Vehicle Licence
- 駕駛人身份証及駕駛執照副本 Copy of the driver’s Identity Card and the Driving Licence
- 清晰彩色相片顯示擋風玻璃損毀情況(其中一張須包含車輛登記號碼) Clear coloured photographs showing the extent of damage (one of the photographs should show the vehicle registration number)

**聲明及授權**  
**Declaration and Authorization**

本人聲明上述資料完整及正確無訛，並無隱瞞任何重要資料。

本人明白本人提供的資料，為中銀集團保險有限公司(“貴公司”)提供保險業務所需，並可能使用於下列目的：

- (i) 處理及審批本人的保險申請或本人將來提交的保險申請；
- (ii) 執行本人保單的行政工作及提供與本人保單相關的服務；
- (iii) 分析或調查、處理及支付本人保單有關的索償、以及偵測和防止欺詐行為(無論是否與此申請而發出的保單有關)；
- (iv) 發出繳交保費通知及向本人收取保費及欠款；
- (v) 任何與保險有關的產品或服務的任何更改、變更、取消或續期；
- (vi) 就以上用途聯絡本人；
- (vii) 貴公司行使任何代位權；
- (viii) 其它與上述用途有直接關係的附帶用途；及
- (ix) 遵循適用法律，條例及業內守則及指引。

貴公司亦可因應上述用途將本人的個人資料移轉予下列各方：

- (a) 就上述用途，向 貴公司提供行政、通訊、電腦、付款、保安及其它服務的第三方代理、承包商及顧問(包括：醫療服務供應商、緊急救援服務供應商、電話促銷商、郵寄及印刷服務商、資訊科技服務供應商及數據處理服務商)；
- (b) 處理索賠個案的理賠師、理賠調查員及醫療顧問；
- (c) 追討欠款的收數公司或索償代理；
- (d) 保險資料服務公司及信貸資料服務公司；
- (e) 再保公司及再保經紀；
- (f) 本人的保險經紀(若有)；
- (g) 貴公司的法律及專業業務顧問；
- (h) 貴公司的關連公司(以《公司條例》內的定義為準)；
- (i) 現存或不時成立的任何保險公司協會或聯會或類同組織(“聯會”)及其會員，以達到任何上述或有關目的，或以使「聯會」執行其監管職能，或其他基於保險業或任何「聯會」會員的利益而不時在合理要求下賦予「聯會」的職能；
- (j) 透過「聯會」移轉予任何「聯會」的會員，以達到任何上述或有關目的；
- (k) 任何有關的公司，或任何其他從事與保險或再保險業務有關的公司，或與保險業務有關的中介人或索償或調查或其他服務提供者，以達到任何上述或有關目的；
- (l) 保險索償投訴局及同類的保險業機構；
- (m) 整合保險業申索和承保資料的組織；防欺詐組織；其他保險公司(無論是直接地，或是通過防欺詐組織或本段中指名的其他人士)；警察；和保險業就現有資料而對所提供的資料作出分析和檢查的數據庫或登記冊(及其運營者)及
- (n) 法例要求或許可的政府機關。

本人在此授權 貴公司可向「聯會」從保險業內收集的資料中查閱及/或核對本人任何資料。

此外，經本人同意，貴公司可能會以其它方式使用及披露本人的個人資料。

本人有權查閱及要求更正由 貴公司持有有關本人的個人資料。如有需要，可向 貴公司法律與合規部提出(電話：2867 0888，傳真：3906 9939)。

I declare that the above information is complete and true to the best of my knowledge and belief and I have not withheld any material information connected with this claim.

I understand that the information I provide to Bank of China Group Insurance Company Limited ("the Company") is collected to enable the Company to carry on insurance business and may be used for the purpose of:

- (i) processing and evaluating my insurance application and any future insurance application I may make;
- (ii) administering my insurance policy and providing services in relation to my insurance policy;
- (iii) analysis or investigating, processing and paying claims made under my insurance policy and detect and prevent fraud (whether or not relating to the policy issued in respect of this application)
- (iv) invoicing and collecting premiums and outstanding amounts from me;
- (v) any alterations, variations, cancellation or renewal of any insurance related product or service;
- (vi) contacting me for any of the above purposes;
- (vii) exercising any right of subrogation;
- (viii) other ancillary purposes which are directly related to the above purposes; and
- (ix) complying with applicable laws, regulations or any industry codes or guidelines.

The Company may disclose my personal data for the above purposes to the following classes of transferees:

- (a) third party agents, contractors and advisors who provide administrative, communications, computer, payment, security or other services which assist the Company to carry out the above purposes (including medical service providers, emergency assistance service providers, telemarketers, mailing houses, IT service providers and data processors);
- (b) in the event of a claim, loss adjudicators, claims investigators and medical advisors;
- (c) in the event of default, debt collectors and recovery agents;
- (d) insurance reference bureaus or credit reference bureaus;
- (e) reinsurers and reinsurance brokers;
- (f) my insurance broker (if I have one);
- (g) the Company's legal and professional advisors;
- (h) the Company's related companies (as that term is defined in the Companies Ordinance);
- (i) any association, federation or similar organization of insurance companies ("Federation") and its members that exists or is formed from time to time for any of the above or related purposes or to enable the Federation to carry out its regulatory functions or such other functions that may be assigned to the Federation from time to time and are reasonably required in the interest of the insurance industry or any member(s) of the Federation;
- (j) any member(s) of the "Federation" by the "Federation" for any of the above or related purposes;
- (k) any related company or any other company carrying on insurance or reinsurance related business or an intermediary or a claims or investigation or other service provider providing services relevant to insurance business for any of the above or related purposes;
- (l) the Insurance Claims Complaints Bureau and similar industry bodies;
- (m) organisations that consolidate claims and underwriting information for the insurance industry; fraud prevention organisations; other insurance companies (whether directly or through fraud prevention organisation or other persons named in this paragraph), the police and databases or registers (and their operators) used by the insurance industry to analyse and check information provided against existing information and
- (n) government agencies and authorities as required or permitted by law.

The Company is hereby authorized to obtain access to and/or to verify any of my data with the information collected by the Federation from the insurance industry.

Moreover, the Company may also use and disclose my personal data otherwise with my consent.

I have the right to obtain access to and to request correction of any personal information concerning myself held by the Company. Requests for such access can be made to the Company's Legal and Compliance Department (Tel: 2867 0888 / Fax: 3906 9939).

駕駛人簽署

Signature of Authorized Driver

日期 Date:

保戶簽署 (如屬公司請蓋章及簽署)

Signature of Insured (with company chop and authorized signature, if applicable)

日期 Date:

## 擋風玻璃維修增值服務 Windscreen Repairing Add-on Services

擋風玻璃維修增值服務包括：  
Windscreen Repairing Add-on Services include:

1. 擋風玻璃維修免找數服務  
Cashless Windscreen Repairing Service
2. 免費上門汽車玻璃更換服務  
Free On-site Auto Glass Replacement Service
3. 一年保養期 \*  
One Year Warranty

\* 受供應商指定的有關使用指示及條款及細則所規限  
Subject to the relevant usage instructions and the terms and conditions as set out by the service providers

## 服務供應商 Service Provider

信義汽車玻璃有限公司  
Xinyi Automobile Glass Hong Kong Enterprises Limited  
顧客服務熱線 Customer Service Hotline: 2442-5699  
傳真 Fax: 2499 0986  
電郵 Email: cs@xyglass.com.hk  
網頁 Website: www.xyglass.com.hk

## 分店資料 Shops

1. 香港柴灣新安街 4 號冠榮中心地下 A1 舖 (豐業街直入)  
Unit A1, Ground Floor, Reality Tower, 4 Sun On Street, Chai Wan, Hong Kong  
(Enter from Fung Yip Street)
2. 香港九龍土瓜灣木廠街 18-20 號地舖  
Ground Floor, Nos. 18-20, Mok Cheong Street, Tokwawan, Kowloon, Hong Kong
3. 香港新界荃灣沙咀道 176 號地舖  
Ground Floor, No. 176 Sha Tsui Road, Tsuen Wan, New Territories, Hong Kong
4. 香港新界元朗錦田大馬路第 109 約 466(4)號地段  
DD 109, Lot 466(4), Kam Tin Main Road, Yuen Long, New Territories, Hong Kong

## 條款及細則 **Terms and conditions:**

1. 以上服務只適用於列有**豁免擋風玻璃自負額條款(不少於\$5,000 港元)**之綜合保險保障計劃。各項保障項目及承保範圍、條款及不承保事項以中銀集團保險繕發的正式保單為準。  
The above services are only applicable to the plans of comprehensive insurance with the clause of **Windscreen Excess Waiver (not less than HK\$5,000)**. Please refer to the policy document by BOCG Insurance for the details of the insured items and coverage, provisions and exclusions.
2. 擋風玻璃維修免找數服務只適用於原廠同質玻璃部件(OEM-Equivalent)玻璃更換，並按保單之相關墊底費及其他條款提供。Cashless Windscreen Repairing Service is only applicable to OEM-equivalent glass replacement and subject to the relevant excesses and terms in the policy.
3. 中銀集團保險保留隨時修訂、暫停或取消本服務與優惠以及修訂有關條款的酌情權而毋須事先通知。如有任何爭議，中銀集團保險保留最終決定權。BOCG Insurance reserves the right to amend, suspend and terminate the services and the promotional offer and to amend the relevant terms and conditions at any time at its discretion without prior notice. In case of dispute, the decision of BOCG Insurance shall be final.

以上服務、產品及增值服務由上述服務供應商提供，對於有關服務、產品及增值服務之質素，中銀集團保險概不負責。任何有關服務、產品及增值服務之有效性及使用均受供應商指定的有關使用指示及條款及細則所規限。中銀集團保險不會充當，或負上任何服務、產品及增值服務供應商的責任，任何有關服務、產品及增值服務的申索、投訴或糾紛，受保人應向有關的供應商反映，並跟有關的供應商解決。The above services / products / add-on services are provided by the above service provider, BOCG Insurance shall have no liability in any respect. The validity and use of any services / products / add-on services shall be subject to the relevant usage instructions and the terms and conditions as set out by the service providers. BOCG Insurance shall not act as, or assume any liability of, a service / product / gift service provider. Any claim, complaint, or dispute concerning any services / products / add-on services must be referred to and resolved between the relevant service provider and the Insured.

## Personal information collection statement (pics)

Sun Flower Insurance Brokers Limited (referred to hereinafter as the "Company") recognises its responsibilities in relation to the collection, holding, processing, use and/or transfer of personal data under the Personal Data (Privacy) Ordinance (Cap. 486) ("PDPO"). Personal data will be collected only for lawful and relevant purposes and all practicable steps will be taken to ensure that personal data held by the Company is accurate. The Company will take all practicable steps to ensure security of the personal data and to avoid unauthorised or accidental access, erasure or other use.

In order to provide you with our insurance brokerage services and other services set out in the "Purpose" section below, we may collect personal data directly from you or from other third parties. Please note that if you do not provide us with your personal data, we may not be able to provide the information, products or services you need or process your request.

Purpose: From time to time it is necessary for the Company to collect your personal data which may be used, stored, processed, transferred, disclosed or shared by us for purposes ("Purposes"), including:

1. providing insurance brokerage services to you, including assessing and evaluating your needs on insurance, wealth management, estate planning, business planning or other financial matters;
2. advising or acting for you on matters relating to insurance, wealth management, estate planning, business or financial planning, or arranging insurance contracts on your behalf;
3. offering, providing and marketing to you insurance products/services of local or offshore insurance companies or other insurance service providers (see "Use and provision of personal data in direct marketing" below);
4. preparing for you any applications for insurance products/services. This will entail providing your personal data to insurance carriers for the purpose of obtaining life cover;
5. providing subsequent services to you, including but not limited to conducting face-to-face meetings or phone discussions for the purposes of reviewing and administering any products/services you have purchased; any purposes in connection with any claims made by or against or otherwise involving you in respect of any products/services you have purchased, including investigation of claims;
6. any other reasonable purposes in connection with the provision of our brokerage services;
7. designing products/services for customers;
8. conducting market research for statistical or other purposes;
9. matching any data held which relates to you from time to time for any of the purposes listed herein;
10. making disclosures as required by any applicable law, rules, regulations, codes of practice or guidelines or to assist in law enforcement purposes, investigations by police or other government, regulatory or tax authorities in Hong Kong or elsewhere;
11. conducting identity checks;
12. complying with the laws of any applicable jurisdiction;
13. carrying out other services in connection with the operation of the Company's business; and
14. other purposes directly relating to any of the above.

Transfer of Personal Data: Personal data will be kept confidential and subject to the provisions of any applicable law. Your personal data may be provided to the following recipients for the Purposes listed above:

1. any of our affiliates, any person associated with the Company, insurance or any reinsurance company, claims investigation company, industry association or federation, or financial institution in Hong Kong or elsewhere and in this regard you consent to the transfer of your data outside of Hong Kong;
2. any agent, contractor or third party who provides administrative, technology or other services (including direct marketing services) to the Company and/or our affiliates in Hong Kong or elsewhere and who has a duty of confidentiality to the same;
3. any actual or proposed assignee, transferee, participant or sub-participant of our rights or business; and any government department or other appropriate governmental or regulatory authority in Hong Kong or elsewhere.

For our policy on using your personal data for marketing purposes, please see the section below "Use and provision of personal data in direct marketing". Transfer of your personal data will only be made for one or more of the

Purposes specified above.

Use and provision of personal data in direct marketing: The Company and/or its affiliates intends to:

1. use your name, contact details, products and services portfolio information, transaction pattern and behaviour, financial background and demographic data held by the Company from time to time for the purpose of providing products and services and additional insurance advisory activities.
2. provide your personal data to insurance carriers and/or re-insurers for the purpose of obtaining life cover.
3. provide information regarding your insurance policy and/or application to a financial institution for the purpose of obtaining financing.
4. provide your personal data to insurance carriers and/or reinsurers for the purpose of obtaining additional life cover as well as health, wellness, annuity and other insurance products.
5. provide information regarding your insurance policy to the policy's owner which may be you or an affiliated entity as instructed by you.
6. use your data to provide "after-sales" services including face-to-face meetings and phone discussions for the purpose of advising, reviewing and administering your policy(ies).

You may in the future withdraw your consent to the use and provision of your personal data for providing the insurance advisory activities.

If you wish to withdraw your consent, please inform us in writing to the address in the section on "Access and correction of personal data". The Company shall, without charge to you, ensure that you are not included in future insurance advisory activities.

Access and Correction of Personal Data: Under the PDPO, you have the right to ascertain whether the Company holds your personal data, to obtain a copy of the data, and to correct any data that is inaccurate. You may also request the Company to inform you of the type of personal data held by it.

Requests for access and correction or for information regarding policies and practices and kinds of data held by the Company should be addressed in writing to:

### Data Privacy Officer

**Sun Flower Insurance Brokers Limited**

**1105-08, 11/F., Hing Yip Commercial Centre, 272-284 Des Voeux Road Central, Hong Kong**

A reasonable fee may be charged to offset the Company's administrative and actual costs incurred in complying with your data access requests.