

Property Insurance Claim Form

財產保險索償申請表

Please submit this Claim Form with all necessary original supporting documents within 30 days after occurrence of accident.
索償申請表連同所有相關證明文件之正本必須於意外發生後 30 天內 遞交。

Personal Details 個人資料

Policy no. 保單號碼 _____ Name of Insured 保戶姓名 _____
Address 地址 _____
Occupation 職業/Business 經營業務 _____
Tel. no. 電話號碼 _____ (Office 公司) _____ (Residence 住宅) _____
Fax no. 傳真號碼 _____ E-mail address 電郵地址 _____

Circumstances of incident and loss / damage 遇事及損失 / 損壞情況

Date of loss 事發日期 _____ Time 時間 _____ am 上午 / pm 下午
Place 地點 _____ Witness 目擊證人 _____
Description of incident 事件描述 _____

Is there any other insurance covering the loss / damage? 閣下之財物損失是否同時投保於其他公司?

NO 否 YES 是 Please state name of insurance company & relevant policy number 請註明保險公司名稱及有關之保單號碼

Does any other party have interest in the property such as Owner, Mortgagee, Trustee or otherwise? 有否第三者對該物品有權益例如合夥、抵押、信托等?

NO 否 YES 是 Please give details 請詳述 _____

Has anyone reported this incident to the police? 曾否有人向警方報告此次意外事件? NO 否 YES 是

Date 報案日期 _____ Time 時間 _____ am 上午 / pm 下午

Name of police station 警署名稱 _____ Police report number 警方報告號碼 _____

Name of informant 報案人姓名 _____

***Please attach a copy of the police statement / loss memo. *請附上口供紙 / 報失紙副本**

Were the premises unoccupied at the time of the incident? 事件發生時該樓宇是否空置?

NO 否 YES 是 Since when? 從何時開始? _____

Have you sustained a similar loss before? 閣下曾否蒙受同類損失?

NO 否 YES 是 Please give details 請詳述 _____

Can you identify any parties who may be responsible for the incident? 閣下是否認為任何人士必須對事件負責?

NO 否 YES 是 Please give details 請詳述 _____

For theft or burglary only 只適用於行竊或爆竊

Who discovered the incident? 由誰發現? _____ Time 時間 _____ am 上午 / pm 下午

How did the culprit(s) gain entry to the premises? 匪徒如何進入該樓宇? _____

Is there any sign of forcible entry or exit at the premises? 是否有任何強行進入或退出該樓宇之痕跡?

NO 否 YES 是 Please give details 請詳述**Details of property lost or damaged 損失或損壞財物詳情**

Full description of articles (including the brand name & model number) 物品之詳細資料 (包括牌子及產品號碼)	Date of purchase 購買日期	Name and address of the vendor 出售物品之商號名稱及地址	Purchase price 購買價錢	Amount claimed 索償金額
Total amount claimed 總索償額				

N.B. Original purchase receipts and warranties (if applicable) of the articles described above or repair quotation should be submitted with this form 注意：請將本表格連同上述列明物品之購貨收據及保用證正本或報價單一并呈上

What was the total value of all your insured property at this location at the time of loss? 意外發生時受保財物的總值若干?

Building 屋宇 \$ _____ Stock 貨物 \$ _____ Plant, Machinery etc 機器設備 \$ _____ Other property 其他財物 \$ _____

Note

- By furnishing this form the Company makes no admission of liability.
呈上此表格非視為本公司承認有關責任。
- Claims will not be processed unless declaration and authorization are signed by the claimant.
本公司只接受已簽署聲明及授權書的索償申請表。

Declaration and Authorization 聲明及授權書

1. I/We declare that the above information is in all respects true and complete to the best of my/our knowledge and belief;
本人 / 我們就此作出聲明，就本人 / 我們等所深知及確信，上述資料均屬真確無訛。
2. It is agreed that upon request by CMB Wing Lung Insurance Company Limited, I/we shall make a statutory declaration to re-affirm the genuineness of all information contained in this claim form; and
若招商永隆保險有限公司提出有關要求，本人 / 我們將同意作出重申本索償申請表內資料均屬真確的法定聲明；及
3. I, the undersigned Insured/informant, hereby authorize the parties concerned to disclose to CMB Wing Lung Insurance Company Limited or its representative or its authorized loss adjusters any and all information with respect to my medical history regarding illness or injuries, my claimed loss/damage under the above Section(s) and my full claim history with other insurance companies. A photocopy of this authorization is as valid as the original.
本人（下述簽署的保戶 / 報案人）現授權有關人士向招商永隆保險有限公司或其代表或其授權的公證行提供任何一切有關本人於上述索償項目中申報本人患病、受傷和財物損失 / 損毀的資料記錄及本人於其他保險公司的所有索償紀錄。本授權書的影印本與正本同樣有效。
4. I/We believe that the facts stated in this claim form are true and correct. I/We acknowledge that the Insurers will rely upon the information supplied by me/ the policyholder/ the Insured, which I/we verily and honestly believe to be true and correct, in prosecuting or defending any claims or proceedings in future, and the signatory/ the policyholders/ the Insured under the Policy, if so required by the Insurers, will be asked and are bound to sign any court documents on the basis of information provided herein.
本人 / 我們確認此索償申請書內之事實均為真實及正確。本人 / 我們確認貴保險公司會依靠本人 / 保單持有人 / 受保人所提供的資料（本人 / 我們誠實地相信該等資料是真實和正確），作為將來進行或辯護任何索賠及訴訟程序之用。如貴保險公司要求，本簽署人 / 保單持有人 / 受保人將會及必定同意簽署任何有關倚靠該等資料所準備之法律文件。
5. I/We confirm that I/we have read and understood the CMB Wing Lung Insurance Company Limited *Notice to Customers relating to the Personal Data (Privacy) Ordinance* attached in this Claim Form.
本人 / 我們確認已閱讀並清楚明白附於本意外報告書內之招商永隆保險有限公司《關於個人資料（私隱）條例致客戶的通知》。

Date
日期

Insured's signature /
Company chop
保戶簽署 / 公司蓋章

Signature of informant
報案人簽署

Name of informant
(Block letter)
報案人姓名（正楷）

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.