



出事報告書及申請賠償表格 PROPERTY INSURANCE CLAIM FORM

保戶姓名 Name of Insured	
保單號碼 Policy No.:	
地址 Address	
電話／手機號碼 Telephone No./Mobile Phone No.:	
傳真號碼／電子郵箱 Fax No./E-mail Address:	
職業／行業 Occupation / Trade	
出事性質 Nature of Loss	
發生日期及時間 Occurred at about	日期 On _____, _____ 上午/下午 AM / PM
發生地點 Place of Accident	在 At _____
出事詳細情況 Circumstances	

如受搶劫或盜竊損失，請填寫本欄
 For Burglary, Robbery or Theft Losses Only

建築物曾否有被暴力進入之痕跡？
 Were there visible marks or forcible entry to the premises? _____

或夾萬或儲藏室？如有，請詳述之
 Or to any safe or vault insured? _____ If answer is "Yes", describe there marks in detail

請詳述証人姓名及地址
 Specify names and address of witness _____

該失去／損壞之物件是否投有其他保險
 Are there any other insurance on the lost/damaged articles? _____

警方報告
Police Report

1. 在何處報警
Where made? _____ 報案號碼
Report No.: _____ 日期
Date: _____

2. 警方採取何種行動?
Any police action taken? _____

損失明細表
Details of loss

物件名稱 Description of Articles	物主姓名及地址 Name of address of owner	購買日期 Date acquired	確實價值 Actual Cost	損壞程度 Extent of Damage	折舊多少 Depreciation	損壞／損失時之價值 Value at the time of Loss / Damage	要求賠償之淨額 Net amount of Claim

總數：
Total: _____

如建築物或物件受到損壞，請詳述及列出其修理之約數
If any damage to property or premises was caused by this occurrence, please describe and give an estimated cost of repairs:

本人／本公司籍此鄭重聲明上述各項全部屬實及本人／本公司並無其他保單補償或保障本人／本公司因此意外引起之損失。同時，本人／本公司明白及同意供給此表格本人／本公司並不構成保險公司放棄保單上條例所授予之權利。
I/We hereby declare that the foregoing particulars are true in every respect, and that I/We have no other policy indemnifying me/us respect of this loss or accident. It is also understood and agreed that the furnishing of this form to me/us shall not constitute a waiver of any of the conditions of the policy.

日期
Date _____

保戶／申請人簽署
Signature of Insured / Claimant _____

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.