

責任保險索償表格

LIABILITY INSURANCE CLAIM FORM

本公司專用 Office Use

賠案編號 Claim No. _____

重要事項 IMPORTANT NOTICE

第一部份 Part 1

- 請回答此表格上所有問題；發出此表格並不代表本公司已承認責任。
All questions must be answered; no liability is admitted by issuing this form.
- 如收到任關於是次意外的文件(包括信件、傳票或令狀等)，請勿回覆及立即轉交本公司處理。
Any documents (letters, summons or writs, etc) you received about this accident should not be answered but be passed to our company immediately.
- 未得本公司書面同意，請勿向第三者(索償人)承認任何責任、作出承諾、提出建議，支付任何款項或賠償。
No admission of any liability, promise, offer, payment or indemnity shall be made or given without our written consent.
- 如位置不足夠填寫，可使用附加紙張。
Please use additional pages if there is insufficient space in any part of this form.

保單資料 INSURANCE POLICY DETAILS

第二部份 Part 2

保險類別 Class of Policy : _____ 保單號碼 Policy No. : _____
保戶名稱 Name of Insured : _____
地址 Address : _____
行業/職業 Trade / Occupation : _____ 商業登記號碼/身份證號碼 B.R. No. / I.D. No. _____
聯絡人 Contact Person : _____ 聯絡電話 Contact Tel No. : _____
電郵 E-mail / 傳真 Fax. No. : _____

意外及損毀詳情 CIRCUMSTANCES OF INCIDENT AND DAMAGE

第三部份 Part 3

事故發生的日期 Date : _____ 時間 time : _____ 上午 A.M. / 下午 P.M.
地點 Place : _____
事故是由誰人在何時發現 When and by whom discovered : _____
事故的詳情 Description of incident : _____

損毀/受傷性質及程度 Nature and extent of damage / injury :
 第三者財物損毀 TPPD / 損毀程度 Extent of damage : _____
 第三者人身傷亡 TPBI / 受傷程度 Extent of Injury : _____

目擊者資料 Witness Details : 姓名 Name : _____ / 聯絡資料 Contacts : _____ / 身份 Role : _____
若損失是由第三方引致，請提供其姓名及地址 (如知道) Please state the name and address of person causing the damage (if known) : _____

估計損失金額 / 索償人要求金額 Estimated loss / Claim amount requested by claimant : HKD _____

備註：保戶必須採取即時措施以減低損失或損毀程度，否則保單之權益可能會受到影響
N.B. The Insured shall take immediate steps to minimize the loss or damage, otherwise, else your right under the policy may be prejudiced

如已向警方報案，請提供以下資料 Please complete this section if the case is reported to Police:

在那所警署報案 Which Police Station you reported to : _____ 報案編號 Report No.: _____

已附上 Enclosed with 報案紙複印本 Copy of Police Reporting Card / 口供紙複印本 Copy of Policy Statement

一般查詢 GENERAL QUESTIONS

第五部份 Part 5

有否發現意外地點有缺陷(或水濕)? Whether there are any defects (or water) found at the loss location? 有 Yes / 否 No

如有，請提供詳細資料 If yes, state details _____

意外前，有否就上述之缺陷或濕滑收到任何有關投訴?

Before the accident occurred, did you receive any complaints regarding the above defects? 有 Yes / 否 No

如有，請提供詳細資料 If yes, state details _____

你是否上述地點之管理人? Are you responsible for management work of the loss location? 是 Yes / 否 No

如不是，請提供詳細資料 If yes, state details _____

意外後，有否任何改善/善後措施 Did any remedial action has taken after the accident? 有 Yes / 否 No

如有，請提供詳細資料 If yes, state details _____

以往曾否發生類似意外? Is there any similar case happen before? 有 Yes / 否 No

如有，請提供詳細資料 If yes, state details _____

你認為你有否需要對此事件負上責任? Did you consider you are liable in this accident? 有 Yes / 否 No

如有，請提供詳細資料 If yes, state details _____

聲明及授權 DECLARATION AND AUTHORIZATION

第六部份 Part 6

- 本人/吾等聲明上述所填報所有資料完整及正確無訛，並無遺漏及本人/吾等並無其他保單補償或保障本人/吾等因此意外引起之損失。同時，本人/吾等明白及同意保險公司提供此表格給本人/吾等並不構成保險公司放棄保單上條例所授予之權利。
I/We declare that the above information is complete and in all respect true to the best of my/our knowledge and belief, and that I/We have no other policy indemnifying me/us in respect of this loss or accident. It is also understand and agreed that the furnishing of this form to me/us by the insurance company shall not constitute a waiver of any of the conditions of the policy.
- 本人/吾等現授權亞太財產保險有限公司-香港分公司或其代表索取任何一切有關本人/吾等於上述索償項有關的資料記錄，並同意本授權書副本的法律效力等同於正本。
I/We, hereby authorize any party concerned to release to Asia-Pacific Property & Casualty Insurance Company Limited – Hong Kong Branch or its representative any and all information with respect to my claimed loss/damage and agreed that a copy of this authorization is deemed to have the same effect of the original.

保戶簽署 (如屬公司請蓋章) Signature (with company chop if applicable)

日期 Date

一般索償要求文件 GENERAL REQUIRED CLAIM DOCUMENTS

第七部份 Part 7

- 管理公司發出之事件報告 / 警方發出之一切文件及有關口供紙副本
Copy of Incident Report from Management Company / Police report, relevant documents and copy of statement.
 - 有關現場環境及損毀相片、第三者要求之索償文件等
Photos show us the damage and loss location, claim statement from third party and related documents, etc.
- 以上為一般要求文件，本公司保留權利就不同案件需求向閣下索取進一步文件/資料以處理上述賠案。
We reserve our right to request more document(s) or information in case of necessary.

收集個人資料聲明 PERSONAL INFORMATION COLLECTION STATEMENT

第八部份 Part 8

閣下提供的資料，為本公司提供保險業務所需，並可能使用於任何與保險或財務有關的產品或服務，或該等產品或服務的任何更改、變更、取消、續期、索償或索償分析；及可能移轉給現存或不時成立之任何與我們有關的公司，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，或任何保險公司的協會或聯會。閣下有權要求查閱及更正由亞太財產保險有限公司-香港分公司持有之閣下的個人資料，如有此項要求，請與我們的個人資料主任聯絡。

The information you provide to us is collected to enable us to carry on insurance business and may be used for the purpose of any insurance or financial related product or service or any alterations, variation, cancellation or renewal of them and any claim or analysis of it; and may be transferred to any of our related companies 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 or any association or federation of insurance companies that exists or is formed from time to time. You have the right to obtain access to and to request correction of any personal information concerning yourself held by Asia-Pacific Property & Casualty Insurance Company Limited – Hong Kong Branch Requests for such access can be made to our Data Protection Officer.