

SME BUSINESS INSURANCE CLAIM FORM 中小企業保險索償申請表



- Please read and complete every question in this Claim Form carefully. If necessary, please continue your answer on a supplementary sheet.
請小心細閱此索償申請表並回答所有問題。若需要，請加附頁完成各項。
- The Company is entitled to request for more information or assign expert for investigation. 本公司有權要求索償者提供更多資料，或委派專家進行調查。
- Any requisition of this Claim Form and other documents are not construed as an admission of liability on the part of the Company.
要求遞交此索償表格或其他文件並不表示本公司承擔賠償責任。
- Please complete in ENGLISH BLOCK LETTERS and ✓ as appropriate.
請以英文正楷填寫及於適當的地方加上 ✓ 號

FOR AGENT USE 代理人使用

Name
姓名

Contact Number
聯絡號碼

Email Address
電郵地址

SME.C.201709.003

SECTION A INSURED AND CLAIMANT INFORMATION 甲項 受保人及索償人資料

Name of Insured Company 受保公司名稱	Policy Number 保單編號
Correspondence Address 通訊地址	Nature of Business 業務性質
Email Address 電郵地址	Contact Number 聯絡號碼
Name of Claimant (If not the Insured Company) 索償人姓名 (如非受保公司)	
Relationship with the Insured# 與受保人之關係#	
*Please provide document for proof of relationship. E.g. employment contract etc. *請提供關係證明文件。例如：僱傭合約等。	
Email Address 電郵地址	Contact Number 聯絡號碼

IMPORTANT NOTES 重要事項

This Claim Form must be submitted to us within 30 days from the date of accident /discovery, even if any of the claim documents is not readily available.
如未能即時提供任何索償文件，此索償申請表亦必須於事發 / 發現後30天內呈遞本公司。

To expedite the claim process, please ensure you have submitted this claim form together with the following supporting documents:
請閣下確定於呈交索償表格時，一併交附以下索償所需證明文件，以便本公司盡快處理有關索償申請：

1. Previous Decoration Invoice / Purchase Invoice / Official Receipt of any property to be claimed.
索償財物於事發前的室內裝修發票 / 購買發票 / 單據。
2. Incident Report from the property management or authority showing the date, circumstances of incident and its cause of loss or damage.
管業處或有關當局之事件報告以證明有關財物之遺失或損毀的事發日期、事件經過及其成因。
3. Photos showing the extent of damage to any property to be claimed.
有關索償財物之相片以顯示損毀程度。
4. Repair or replacement quotation of the destroyed or damaged items.
修理或更換受破壞或損毀物件費用之報價單。
5. Original Police Loss Memo / Copy of Police Statement.
警方報告正本 / 警方所錄的口供副本。
6. Documentary proof on relationship between the Insured and the owner of the property to be claimed.
受保人與索償財物物主之關係證明文件。
7. Please do not commence any repair work or dispose of any salvage items without the Company's prior written consent.
如未有本公司預先的書面同意，請不要開始任何維修工程或丟棄任何殘餘物件。
8. Please do not admit any liability, offer or promise payment without the Company's prior written consent.
如未有本公司預先的書面同意，不得作出任何承認、提議或承諾付款。
9. Any third party correspondence, summons, or writs should be forwarded to the Company immediately unanswered.
對於任何第三者的通告、傳票及書面命令，請不要回覆，並立即提交本公司，以便處理。

SECTION B CLAIM INFORMATION 乙項 索償資料

Please complete the appropriate section(s) below and submit to us the relevant documentation.
請填寫下列適當的部分並連同相關證明文件一併遞交。

Date of Incident 事發日期	DD _____ 日	MM _____ 月	YY _____ 年	Place of Incident 事發地點
Full Description of Incident 詳述事件發生經過				
Has the incident been reported to Police? 該事件是否已通知警方?				<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否
If "Yes", which station? 如「有」，何區警署?				
Report Date 報案日期	DD _____ 日	MM _____ 月	YY _____ 年	Case Number 案件編號

SECTION C PROPERTY LOSS / DAMAGE 丙項 財物遺失 / 損毀

Please complete the schedule of loss below.

請填寫以下損失列表。

Are you the sole owner of the lost / damaged property?
閣下是否失物或損毀財物的唯一物主?If "No", please give details
如答「否」, 請詳述 Yes 是 No 否Is the same property under the coverage of other insurers?
該物品是否受保於其他保險公司? Yes 是 No 否If "Yes", please provide
如答「是」, 請提供Insurers Name
保險公司名稱Relevant Policy Number and Policy Type
有關之保單號碼及保險類別Has the Insured ever claimed on any insurers for loss of the same nature?
受保人曾否因同樣性質的損失向任何保險公司索償? Yes 是 No 沒有If "Yes", please give details
如「有」, 請提供有關保險資料Has the Insured ever carried out any renovation work to the damaged interior decoration prior to the incident?
閣下是否在此事件發生前曾對受損室內裝置進行裝修? Yes 是 No 否Has the lost / damaged property already been replaced?
失物 / 損毀財物已否重新購置? Yes 是 No 否**SCHEDULE OF LOSS 損失列表**Please use a separate sheet if the space provided is insufficient.
倘若表格不敷應用, 請另頁詳加說明。

Full description of lost / damaged item(s) (including cash) 物品損失 / 損毀 (包括現金) 之詳細資料	Date Acquired 購置日期	Original Cost 原價	Estimated Repair/ Replacement Cost 估計維修 / 重置費用	Amount Claimed (HK\$) 索償金額 (港幣)
	DD MM YY ____日 ____月 ____年			
	DD MM YY ____日 ____月 ____年			
	DD MM YY ____日 ____月 ____年			
	DD MM YY ____日 ____月 ____年			
	DD MM YY ____日 ____月 ____年			
	DD MM YY ____日 ____月 ____年			

Total Amount Claimed 索償總額: HK\$ 港幣

SECTION D THIRD PARTY BODILY INJURY / PROPERTY DAMAGE 丁項 第三者身體受傷 / 財物損毀Nature of Incident
事件性質 Bodily Injury
身體受傷 Property Damage
財物損毀Name of Injured / Property Owner
傷者 / 物主姓名Age
年齡Sex
性別Nature & Extent of Injuries / Damage
受傷 / 損毀性質及程度Has the third party claimed?
第三者有否要求賠償? Yes 有 No 沒有If "Yes", what is the amount?
如「有」, 要求賠償金額?Has the Insured / anyone admitted liability to the third party?
受保人 / 任何人有否向第三者承認責任? Yes 有 No 沒有If "Yes", who admitted?
如「有」, 誰人承認?How?
什麼方式?

SECTION E CLAIM SETTLEMENT METHOD 戊項 賠償支付方式

Subject to the terms and conditions of your policy, you may select to receive the claim payment by way of direct credit or cheque. Normally, you will receive payment 3 - 5 working days earlier if you choose the direct credit option. If you do not provide payment preference, a cheque will be issued for any claim payment.

在保單條款許可情況下，閣下可選擇以銀行轉賬或支票方式收取賠償款項。一般情況下，選擇銀行轉賬收取賠償款項較支票快 3 - 5 個工作天。如閣下沒有選擇收取賠償款項方式，將會視作選擇以支票收取賠償款項。

Important Note for Direct Credit 銀行轉賬重要事項

a. The claim payment shall be credited to the bank account in the name of the Insured in accordance with the terms and conditions of your policy. To prevent any unnecessary delay, please make sure the bank account number and account holder name are correct.

有關之賠款將按其保單條款，存入受保人名下之銀行賬戶。請確保賬戶號碼及賬戶持有人名稱正確，以免引致不必要之延誤。

b. If the claim payment is remitted to a third party as a result of your provision of incorrect bank account number and / or account holder name, we shall not be liable to make any further payment and bear any additional bank handling charges whether the claim payment can be recovered or not.

如因受保人錯誤提供銀行賬戶號碼及 / 或戶口持有人名稱，而導致本公司錯誤將賠款存至第三者戶口，無論有關賠款能否取回，本公司無任何責任再支付該賠款及承擔其引致之相關銀行手續費用。

1. <input type="checkbox"/> By Direct Credit - for HK\$ account only 銀行轉賬 - 只限港幣戶口	Name of Account Holder (in ENGLISH BLOCK LETTER) 賬戶持有人姓名 (英文正楷填寫)
Please provide your bank account details 請提供相關銀行資料	
Bank Name 銀行名稱 <input type="checkbox"/> HSBC Bank 匯豐銀行 <input type="checkbox"/> Hang Seng Bank 恒生銀行 <input type="checkbox"/> Standard Chartered Bank 渣打銀行 <input type="checkbox"/> Bank of China (HK) 中國銀行 (香港)	
<input type="checkbox"/> Other, please specify 其他，請列明 _____	
Bank Code 銀行編號	Bank Account Number 銀行賬戶號碼
2. <input type="checkbox"/> Hong Kong Dollar Cheque 港幣支票	

AUTHORISATION AND DECLARATION 授權及聲明

1. I / We hereby authorise any hospital, physician, person, party and / or authority that has any records or is holding any information of the insured person or me / us to disclose to Target Insurance Company, Limited ("the Company") or its authorised representative, any and all information with respect to the insured person's or my / our loss, disability, medical history, police statement made and the like for the purpose of assessing my / our claim request(s). A photocopy of this authorisation shall have the same effect as the original.

本人 / 我們謹此授權任何持有受保人或本人 / 我們之任何記錄或資料的醫院、醫生、人士、有關人等及 / 或有關當局，向泰加保險有限公司 (「貴公司」) 或其授權代表提供任何或所有有關受保人或本人 / 我們之損失、損傷、病歷、口供或任何相關資料作評估賠償申請之用途。此授權書之正本及副本皆具同等效力。

2. I / We hereby declare that all the above information and particulars given herein are accurate, true and complete and are given to the best of my / our knowledge and belief. I / We have not withheld any material information and acknowledge that failure to supply true and accurate answers to this request or inform the Company of all material information may render the Company unable to accept or process this request and all rights to recover under the Policy shall be forfeited. I / We understand that the issuance or completion of this application does not constitute admission of liability or guarantee payment of the claim on behalf of the Company.

本人 / 我們謹此聲明，上述所有問題的答案包括所有資料及細節均是準確無誤，真實及為事實之全部，並且是盡本人 / 我們所知及所信而作答的。本人 / 我們並沒有隱瞞任何重要資料及確認如未能提供真實及準確無誤之資料或通知貴公司任何有關此索償申請之重要資料，將可能導致貴公司不能接受或處理此索償申請及喪失所有追討保單權益之權利。本人 / 我們明白此索償表格之發出及填妥並不代表貴公司確認責任或保證賠償。

3. I / We confirm having read and understand the Company's Personal Information Collection Statement as accompanied with this form.

本人 / 我們確認已閱讀及明白隨本表格附上有關貴公司的個人資料收集聲明。

Signature of Insured with Company Stamp 受保人簽署連同公司蓋章	Signature of Claimant 索償人簽署
Date (DD / MM / YY) 日期 (日 / 月 / 年)	Date (DD / MM / YY) 日期 (日 / 月 / 年)

Target Insurance Company, Limited - Personal Information Collection Statement

Target Insurance Company, Limited ("the Company") will collect, use and disclose the personal data the Company collects about you, which may include your name, address, email address, telephone number and other contact details, date of birth, credit information, claim history, bank account or credit card details, HKID card number and (in connection with appropriate policies) medical data, and which we may collect when, for example, you apply for, renew or make a claim under a policy and/or you correspond with us, for the following purposes:

Insurance Services (mandatory)

1. processing and assessing of applications for any insurance products and daily operation of the related services;
2. administering your insurance policy and providing services in relation to your insurance policy;
3. any alterations, variations, cancellation or renewal of any insurance and related services;
4. investigating, analysing, processing and paying claims made under your insurance policy;
5. invoicing and collecting premiums and outstanding amounts from you;
6. exercising any right under the insurance policy including right of subrogation, if applicable;
7. complying with the requirements under any law and regulation, industry codes, guidelines, requests from regulators, industry bodies, government agencies, law enforcement agencies and court orders;
8. to conduct research, surveys and analysis for the purpose of product design and the development and improvement of our services to you;
9. statistical or actuarial research undertaken by the Company, other members of the Company's group as identified in our corporate chart available from time to time at www.6161.com.hk ("the Group") or its regulators;
10. the operation and administration of the Company's internal business including without limitation any corporate reorganisation;
11. contacting you for any of the above purposes; and
12. other ancillary purposes which are directly related to the above purposes.

The personal data you provide to the Company may be provided or transferred to the following persons only as necessary for the purposes set out in the above paragraph or directly related purposes or as otherwise permitted by applicable law:

- a) any agent, broker, advisor, contractor or third party service provider (whether within or outside the Group) who provides administrative, telecommunications, computer, payment, debt collection, security, research, ratings, consulting services, product design, marketing (where you have consented to direct marketing as described below), data processing or storage or related services or any other person carrying on insurance or reinsurance related business, or an intermediary, or a claim or investigation or other service provider providing services relevant to an insurance business;
- b) any association, federation or similar organization of insurance companies ("Federation") 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;
- c) any members of the Federation by the Federation for any of the purposes referred to in (b) above or directly related purposes;
- d) government bodies, regulators or any other body to whom the Company or any company within the Group is required to or has agreed to make disclosure under any applicable laws or regulations;
- e) any agent, broker, employers, insurance loss adjusters, health care professional, hospital, accountant, financial advisor, solicitor, organization that consolidate claims and underwriting information for the insurance industry; fraud prevention organizations; other insurance companies (whether directly or through fraud prevention organization or other persons named in this paragraph), the police and databases or registers (and their operators) used by the insurance industry to analyze and check information provided against existing information;
- f) auditors; and
- g) other insurance companies within the Group which have undertaken to keep such information confidential.

Some of these persons may be located in countries outside of Hong Kong, where there may not be in place data protection laws which are substantially similar to, or serve the same purposes as, the data protection laws of Hong Kong. That means your personal data may not be protected to the same or similar level as in Hong Kong. However, the Company will only transfer your personal data to a service provider or overseas where the Company is satisfied that adequate levels of protection are in place to protect the integrity and security of any information being processed and compliance with applicable privacy and data protection laws.

In the unlikely event that the Company or substantially all of any of its assets are acquired by an unrelated third party, your personal data may be one of the transferred assets. The Company may disclose your personal data, on a confidential basis, to any prospective transferee and its professional advisors (in each case whether within Hong Kong or overseas) for the purposes of their due diligence investigations, the completion of any such transaction and the continued operation of the acquired business.

If you do not provide certain personal data (for example, the information indicated as mandatory on the relevant application, registration or renewal forms, or your contact details if you send us an enquiry), it would not be possible for the Company to process your application and render the services or to otherwise correspond with you.

The Company is committed to ensuring your personal data is kept secure and confidential and not kept for longer than is necessary.

Direct Marketing of Products and Services

To provide a more comprehensive range of financial and insurance services, the Company would like to use your name and the contact details you provide to us (for example, your mobile phone number, residential phone number, office phone number, residential address, correspondence address and email address) alongside information that you provide to us about your age, gender and occupation (the "Marketing Personal Data") to provide you with direct marketing communications about the Company's products and services including but not limited to the Company's insurance, banking, financial services and provident schemes products, but we cannot do so without your consent.

Please indicate your consent (which includes an indication of no objection) by ticking the appropriate boxes on your application or renewal forms, or by contacting the Company's customer care centre (for contact details see below).

If you do not want to receive any direct marketing, you may withdraw your consent at any time free of charge by contacting the Company's customer care centre (for contact details see below).

Your rights

You have the right to ascertain the Company's policies and practices in relation to personal data, and to obtain access to and to request correction of your personal data held by the Company. Your right to access your personal data may be subject to payment of an administrative fee. Requests for such access or correction, to withdraw consent to direct marketing, or for further information about our data privacy policies and practices, can be made in writing to the Data Protection Officer, Target Insurance Company, Limited, 5/F, Low Block, Grand Millennium Plaza, 181 Queen's Road Central, Hong Kong (Fax: +852 2789 1539, Email: target@6161.com.hk).

SEPTEMBER 2019

Issued by Target Insurance Company, Limited

泰加保險有限公司 - 個人資料收集聲明

泰加保險有限公司（「本公司」）可以收集、使用和披露閣下的個人資料，包括閣下的姓名、地址、電郵地址、電話號碼及其他聯絡資料，出生日期、信用資料、以往申索紀錄、銀行戶口號碼或信用咭號碼、香港身份證號碼及（與保單有關連的）醫療記錄，以及本公司在以下情況下可能收取的資料，例如根據保單申請、續期或提出索償時用作下列的用途：

保險服務（強制）

1. 處理及評估任何保險產品之申請，及有關服務之日常運作；
2. 管理閣下的保單及為閣下的保單提供相關服務；
3. 有關保險產品及服務的任何更改、變更、取消或續保；
4. 閣下保單索償的調查、分析、處理及賠償；
5. 保費通知、收集保費和款項；
6. 行使有關保單賦予的任何權利包括代位權，如適用；
7. 遵守及符合任何法例及條例規定的要求、行業手冊、指引、監管機構、相關行業認可機構、政府機構及法庭頒令的要求；
8. 為產品設計、研發和改進我們為閣下提供的服務進行研究、調查和分析；
9. 本公司及本公司集團下的其他成員（「本集團」—組織架構圖可於網頁 www.6161.com.hk 查閱）或其監管機構所提供的統計或精算研究；
10. 本公司內部業務的營運及管理，包括但不限於任何企業重組；
11. 為上述任何用途與閣下聯絡；及
12. 與上述用途直接有關之其他附帶的目的。

閣下向本公司提供的個人資料可能會為上述段落或直接相關的目的或適用法律允許的目的在必要時提供或轉送予下列各方單位作前段所述的用途：

- a) 任何代理人、經紀、顧問、承辦商或提供行政、電訊、電腦、付賬、債務追討、保安、研究、評級、諮詢服務、產品設計、營銷（在閣下同意如下所述的直接營銷）、數據處理或儲存或有關服務的第三者服務供應人或任何其他從事與保險或再保險業務有關的公司，或中介人，或索償或調查或其他提供與保險業務有關的服務供應人，以達到任何上述或有關的用途；
- b) 現存或不時成立的任何保險公司協會或聯會或同類組織（「聯會」），以達到任何上述或有關的用途，或使聯會執行其監管職能，或其他基於保險業的利益而不時在合理要求下賦予聯會的職能；
- c) 或透過聯會提供予任何聯會的會員，以達到任何上述或有關的用途；
- d) 政府機構、監管機構或本集團內任何公司要求或已同意根據任何適用法律或法規進行披露的任何其他機構；
- e) 代理、經紀、僱主；保險理算人、醫護專業人士、醫院、會計師、財務顧問、律師、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，或是透過防欺詐組織或本段中指名的其他人士）、警察、和保險業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）；
- f) 認可核數師；及
- g) 本公司集團下的其他保險公司已承諾將資料保密並純粹用作上述的用途。

這些單位可能位於香港以外的國家，在那裡可能沒有與香港類似的資料保障法例。這意味著閣下的個人資料可能不會受到與香港同等或類似的保障。不過，本公司只會將閣下的個人資料轉移到那些可以獲得與個人資料（私隱）條例類近或所提供的保障的服務供應商或海外單位，以保護正在處理的任何信息的完整性和安全性。

在不太可能發生的情況下，本公司或所有資產由非上述之第三方收購，閣下的個人資料亦有可能成為被轉讓資產之一。本公司會在保密的基礎上向任何準買家及其專業顧問（無論在香港或海外）披露閣下的個人資料，並進行必要查核，以完成任何該等交易及繼續業務經營。

如果閣下不同意本公司使用閣下的個人資料於上述用途上（例如保單申請、續期或查詢），本公司可能不能處理閣下之申請及為閣下提供服務。

本公司承諾確保閣下的個人資料保密，並且不會儲存超過所需時間。

直接市場推廣產品及服務

為提供更全面的金融和保險服務，本公司可能會使用閣下的姓名及聯絡資料（如手提電話號碼、家居電話號碼、辦公室電話號碼、居住地址、郵寄地址及電子郵件地址），以及閣下提供給我們的有關閣下的年齡、性別及職業（「市場推廣用途的個人資料」）作直接促銷。除非本公司已取得閣下的同意（包括表示不反對），否則本公司不可以如此使用閣下的市場推廣用途的個人資料，作任何銷售或市場推廣有關本公司或本公司之業務伙伴的保險、銀行、金融服務、公積金計劃或有關服務。

閣下可在投保書或續保表上相應的位置，或聯繫本公司的客戶服務部（有關聯繫方式見下文），表明閣下同意上述的用途（包括無異議的指示）。

如果閣下不想接受任何直接市場推廣，閣下可以隨時聯繫本公司的客戶服務部（有關聯繫方式見下文），撤銷您的同意書，並不需要任何費用。

您的權利

閣下有權查閱本公司就個人資料的政策和實務，並有權要求查閱及更正由本公司持有有關閣下的個人資料，並需支付行政費用。有關查閱或更正的要求，可致函香港中環皇后大道中181號新紀元廣場低座5樓（傳真：+852 2789 1539，電郵地址：target@6161.com.hk）向泰加保險有限公司私人資料經理提出。

2019年9月

[此中文譯本僅供參考，惟有關條文解釋及引用，概以英文版本含義為準。]