

## Public Liability Claim Form 公共責任意外索償表格

**H703**

1. You can report a claim anytime, anywhere around the world, simply click on the following for online claim lodgement:-  
 您可以隨時隨地在世界各地申請索賠，只需點擊以下網址提出申請：  
 URL : <https://forms.msig.com.hk/Forms/ClaimLiability> QR : 
2. Otherwise, please complete and submit this Claim Form to us within 30 days from the date of accident, together with relevant supporting documents. Further information may be needed in the future.  
 • Post: MSIG Insurance (Hong Kong) Limited, Claims Division, 9/F 1111 King's Road, Taikoo Shing, Hong Kong **OR**  
 • Email: [claimin@hk.msig-asia.com](mailto:claimin@hk.msig-asia.com)  
 請將填妥之索償表格連同有關證明文件，並於事發後 30 天內呈交本公司。稍後可能需提供進一步資料。  
 • 郵寄地址：香港太古城英皇道 1111 號 9 樓 三井住友海上火災保險（香港）有限公司 理賠部 **或**  
 • 電郵：[claimin@hk.msig-asia.com](mailto:claimin@hk.msig-asia.com)
3. For inquiry, please call our Claims Services Hotline at 2894 0660 or email at [claimin@hk.msig-asia.com](mailto:claimin@hk.msig-asia.com)  
 如有任何查詢，請致電我們的賠償服務熱線 2894 0660 或電郵 [claimin@hk.msig-asia.com](mailto:claimin@hk.msig-asia.com)

THIS FORM IS ISSUED WITHOUT ADMISSION OF LIABILITY. PLEASE COMPLETE AND RETURN THIS FORM TO OUR CLAIMS DIVISION IMMEDIATELY AFTER THE OCCURRENCE IN THE EVENT OF ANY CLAIM OR POTENTIAL CLAIM UNDER THE POLICY.  
 提供此報告書予閣下不應被視為本公司的賠償承諾。於事故發生後，如已確實發生或可能發生索償事件，閣下必須填妥此報告書內有關項目並立即交回本公司理賠部。

Policyholder's or Insured Person's Information 保單持有人或受保人資料				
Name of Insured/ Policyholder 受保人/保單持有人姓名		Policy No. 保單號碼		
Contact Details 聯絡人資料				
Surname in English 姓(英文)		Given Name in English 名(英文)	Gender 性別	<input type="checkbox"/> M 男 / <input type="checkbox"/> F 女
Email Address 電郵		Mobile/Contact No. 手提電話/聯絡電話		
Correspondence Address 聯絡地址				
If we need to contact you in written, which method would you prefer most? 如本公司需要以書面聯絡閣下，您認為那一種聯絡方式比較適合？		<input type="checkbox"/> Mail 郵件 <input type="checkbox"/> Email 電子郵件		

Circumstances of Incident 有關意外事件之詳情	
Date and Time of incident (dd/mm/yy HH:MM) 意外事件發生之日期(日/月/年 時:分)	
Place where the incident occurred 意外事件發生地點	
When and by whom was it first notified to you/ the insured? 事件在何時及由何人報告?	
Detail and the cause of incident 事件發生之詳情及引致之原因:	

Has/ Will the incident reported/ be reported to the local police/ management office / any other responsible party? 閣下是否已向/將會向警方/管理公司/其他人仕報告此宗事故?		<input type="checkbox"/> No 沒有	
		<input type="checkbox"/> Yes, please specify 有，請註明	
<input type="checkbox"/> Local Police 警方* <input type="checkbox"/> Management Office 管理公司 <input type="checkbox"/> Other 其他: _____			
*Which Police Station was the incident reported to *該意外已向那一所警署報案			
Date of report (dd/mm/yy) 事故報告日期(日/月/年)	Reference no. of the loss / damage report 檔案編號 #		
# Please provide us a copy of the above report. 請提供上述之檔案副本。			

Has any precautionary measure been taken at the time of incident? 事故發生時是否已有採取預防措施？		<input type="checkbox"/> No 沒有 <input type="checkbox"/> Yes, please provide the information below 有，請提供以下資料	
Please give details 請提供詳情			
Following the incident, has any remedy work been taken? 事故發生後，有沒有採取任何補救措施？		<input type="checkbox"/> No 沒有 <input type="checkbox"/> Yes, please provide the information below 有，請提供以下資料	
Please give details 請提供詳情			
Was there any witness of the incident? 事故中有沒有其他證人？		<input type="checkbox"/> No 沒有 <input type="checkbox"/> Yes, please provide the information below 有，請提供以下資料	
Please provide the name(s), address(es), and contact information(s) of the witness(es) 請提供目擊證人之姓名、地址及聯絡方法			
Was there any work by contract undertaken at the time of incident? 在事故發生時是否有任何合約工程正在進行中？		<input type="checkbox"/> No 沒有 <input type="checkbox"/> Yes, please provide the information below 有，請提供以下資料	
Please give details, including the name, address and contact no. of the contractor 請提供承建商姓名，地址和聯絡號碼：			
Does the contractor(s) have other insurance policy covering this incident? 承建商是否有其他保險保障是次事件？		<input type="checkbox"/> No 沒有 <input type="checkbox"/> Yes, please provide the information below 有，請提供以下資料	
Name of Insurance Company 保險公司名稱		Policy No. 保單號碼	
Please state your own view on liability 請說明閣下對是次事件就責任問題上的意見			
Were the premises occupied at the time of the loss? 在事發時，該物業是否有人居住或使用？		<input type="checkbox"/> Yes 是 <input type="checkbox"/> No, please provide the information below 不是，請提供以下資料	
Date and Time the premises was last occupied 請提供最後有人居住或使用的日期及時間			
Are you/ Is the insured the owner of the insured premises? 閣下／受保人是否該受保物業的業主？		<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 不是	
Are you/ Is the insured the occupier of the insured premise? 閣下／受保人是否居住於該受保物業？		<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 不是	
# Additional questions if the premises are occupied for residential purpose 如果受保物業用作住宅，請提供以下之額外資料			
When was it last decorated and/or renovated? (mm/yy) 該住宅對上一次是於什麼時候裝修？（月/年）			
Which part(s) was/ were decorated and/ or renovated (please specify) 曾作裝修之位置（請註明）：			

**Third Party Information 第三者資料**
**A. Third Party Property Damage 第三者財物損失**

Damage Items &amp; Extent of Damage 損壞物品和損壞程度

Owner's Name 物主名稱

Owner's Address 物主地址

Estimated cost 估計金額

**B. Third Party Bodily Injury 第三者人身傷亡**

Name of injured person 傷者姓名	Extent of injury 受傷程度	Contact No. &/or address of Injured 傷者聯絡號碼及地址	Taken to hospital? 是否已送往醫院?
			<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 不是
			<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 不是
			<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 不是
			<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 不是

**Declaration & Authorisation 聲明及授權**

- I/ We declare that the above information is in all respect true and complete to the best of my/ our knowledge and belief;  
本人（等）就此聲明，以上所述事項均根據本人（等）所知及所信的情況下提供，並且為正確及並無遺漏；
- It is agreed that upon request by MSIG Insurance (Hong Kong) Limited. I/We shall make a statutory declaration to re-affirm the genuineness of all the information contained in this claim form; and  
若三井住友海上火災保險（香港）有限公司提出有關要求，本人（等）將同意作出重申本索償申請表內資料均屬正確的法定聲明；及
- I, the undersigned claimant, hereby authorise any party concerned to disclose to MSIG Insurance (Hong Kong) Limited or its representative any and all information with respect to my claimed loss/ damage a photostat copy of this authorisation shall be as effective and valid as the original.  
本人為下方簽署之索償人。本人現授權有關人士向三井住友海上火災保險（香港）有限公司或其代表提供任何一切有關本人於上述索償項目中申報的財物損失的資料記錄。本授權書之影印本的法律效力等同正本。
- I believe that the facts stated in this claim form are true and correct. I acknowledge that the Insurers will rely upon the information supplied by me/ the policyholder/ the insured person, which I verily and honestly believe to be true and correct, in prosecuting or defending any claims or proceedings in future, and the signatory/ the policyholders/ insured person under this 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.  
本人確認此索償申請書內之事實均為真實及正確。本人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（本人誠實地相信該等資料是真實和正確的），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。

\_\_\_\_\_  
Signature of Insured Person 受保人簽署  
(with company chop if applicable 如屬公司請蓋章)  
HKID No. 香港身份證號碼 ( )  
Date 日期

\_\_\_\_\_  
Signature of Claimant 索償人簽署  
(with company chop if applicable 如屬公司請蓋章)  
HKID No. 香港身份證號碼 ( )  
Date 日期

**\* IMPORTANT** — Please forward to us all correspondence directly relating to the third party claim and do not admit any liability to third party

**\* 重要事項** — 如收到第三者的索償，請勿私下作出回覆。閣下必須將該等信件交予本公司。



MSIG Insurance (Hong Kong) Limited ("MSIG", "we" or "us") would ask that you take the time to read this privacy policy carefully. In case of discrepancies between the English and Chinese versions of this statement, the English version shall prevail.

## **PRIVACY POLICY**

MSIG takes your privacy very seriously. To ensure your personal information is secure, we communicate and enforce our privacy and security guidelines according to the relevant laws and regulations. MSIG takes precautions to safeguard your personal information against loss, theft, and misuse, as well as against unauthorised access, disclosure, alteration, and destruction. Furthermore, we will not sell your personal information to anyone for any purposes. MSIG imposes very strict sanction control and only authorised staff on a need-to-know basis are given access to or will handle your personal data, and we provide regular training to our staff to keep them abreast of any new developments in privacy laws and regulations.

We will only retain your personal data in our business records for as long as it is necessary for business and tax purposes as permitted by the laws. We will require our agent, contractor or third party who provides administrative or other services on our behalf to protect personal data they may receive in a manner consistent with this policy. We do not allow them to use such information for any other purposes. If you have any questions or inquiries regarding our privacy policy, please feel free to contact us.

We may amend this Privacy Policy at any time and for any reason. The updated version will be available by following the 'Privacy Policy' link on our website homepage at [msig.com.hk](https://msig.com.hk). You should check the Privacy Policy regularly for changes.

## **Personal Information Collection Statement**

Personal information is data that can be used to uniquely identify or contact a single person. As our customers, it is necessary from time to time for you to supply us with your personal data in relation to the general insurance services and products ("the Product") that we provide to you and in order for us to deliver and improve the customer service. This includes but not limited to the personal data contained in the proposal form or in any documents in relation to the Product or any claim made under the Product.

Your personal data may be used for obligatory purpose. If personal data are to be used for an obligatory purpose, you MUST provide your personal data to MSIG if you want MSIG to provide the Product. Failure to supply such data for obligatory purpose may result in MSIG being unable to provide the Product.

The obligatory purposes for which your personal data may be used are as follows:-

- processing and evaluating your insurance application and any future insurance application you may make;
- our daily operation and administration of the services and facilities in relation to the Product provided to you;
- variation, cancellation or renewal of the Product;
- invoicing and collecting premiums and outstanding amounts from you;
- assessing and processing claims in relation to the Product and any subsequent legal proceedings;
- exercising any right of subrogation by us;
- contacting you for any of the above purposes;
- other ancillary purposes which are directly related to the above purposes;
- complying with applicable laws, regulations or any industry codes or guidelines; and
- detecting and preventing fraud (whether or not relating to the policy issued in respect of this application).



In connection with any of the above purposes, the personal data that we have collected might be transferred to:

- third party agents, contractors and advisors who provide administrative, communications, computer, payment, security or other services which assist us to carry out the above purposes (including medical service providers, emergency assistance service providers, telemarketers, mailing houses, IT service providers and data processors);
- in the event of a claim, loss adjudicators, claims investigators and medical advisors;
- reinsurers and reinsurance brokers;
- your insurance broker;
- our legal and professional advisors;
- our related companies as defined in the Companies Ordinance;
- the Hong Kong Federation of Insurers (or any similar association of insurance companies) and its members;
- the Insurance Complaints Bureau and similar industry bodies;
- government agencies and authorities as required or permitted by law;
- 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 analyse and check information provided against existing information.

In order to confirm the accuracy of your personal data, you agree to provide us with authorisation to access to and to verify any of your personal data with the information collected by any federation of insurance companies from the insurance industry.

Under the relevant laws and regulations, you have the right to request access to and to request correction of your personal data held by us. If you wish to exercise these rights, please write to our Data Protection Officer at 9/F 1111 King's Road, Taikoo Shing, Hong Kong.

If you have any enquiries or require assistance with this Personal Information Collection Statement, please call us at (852) 3122 6922.

三井住友海上火災保險（香港）有限公司（下稱「三井住友保險」、「我們」或「本公司」）請您仔細閱讀下列條款與條件。如此聲明的英文版本與中文版本內容有歧異，將以英文版本為準。

### 私隱政策

三井住友保險極為重視您的私隱。為了保障您的個人資料，我們以有關法例及規例為準則，向公司內部傳達並執行我們定立之私隱及保障指引。三井住友保險採取預防措施以保障您的個人資料免遭受遺失、盜竊、誤用，以及在未經許可之情況下被取用、洩露、更改及破壞。此外，我們均不會出售您的個人資料給任何人。三井住友保險嚴格執行認可管制，只容許獲授權之職員在必需要的情況下，取用或處理您的個人資料。我們會向職員定期提供培訓，確保他們知悉任何有關私隱法律及規例的新發展。

我們只會在法律容許並必需用於業務及稅務用途之情況下，保留您的個人資料作為我們的業務記錄。我們會向以本公司之名義提供行政或其他服務之代理、承辦商或第三者，要求他們遵循本政策保護有可能收到的個人資料。本公司不會容許他們使用有關資料於任何其他目的。如您對我們的私隱政策有任何疑問，歡迎聯絡我們查詢。

我們可能不時修改此範本。修改後的範本可於本公司網頁 [msig.com.hk](http://msig.com.hk) 下載。您應定期查閱此範本所修改的內容。

### 個人資料收集聲明

個人資料是可以用作獨立識別或聯絡個別人士之數據。貴為我們的客戶，您須向我們不時供給與我們提供之一般保險服務及保單產品（下稱「保單」）相關的個人資料，讓我們可向您提供客戶服務及改善服務質素。當中包括但不限於您在申請表填寫或任何與保單有關之文件上或任何透過保單索償上所載之個人資料。

您的個人資料可被用於強制性用途。如個人資料是用於強制性用途，而您希望三井住友保險提供有關保單，則您必須向三井住友保險提供有關個人資料，否則三井住友保險將不能向您提供有關保單。

您的個人資料可被用於以下強制性之用途：

- 處理及審批您的保險申請或您將來提交的保險申請；
- 向您提供與保單及核保相關之日常運作及行政用途；
- 保單之更改、取消或續保用途；
- 發出繳交保費通知及向您收取保費及欠款；
- 評估及處理透過保單索償及任何繼後法律訴訟之用途；
- 由本公司行使代位權利之用途；
- 就以上用途聯絡您；
- 其他與上述用途有直接關係的附帶用途；
- 遵循適用法律，條例及業內守則及指引；及
- 偵測和防止欺詐行為（無論是否與就此申請而發出的保單有關）所需的目的是。

就任何上述的用途，我們所收集的個人資料可能會被轉移至：

- 向我們提供行政、通訊、電腦、付款、保安及其他服務的第三方代理、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）；
- 處理索賠個案的理賠師、理賠調查員及醫療顧問；

- 再保公司及再保經紀；
- 您的保險經紀；
- 我們的法律及專業業務顧問；
- 我們的關連公司（以《公司條例》內的定義為準）；
- 香港保險業聯會（或同類的保險公司聯會）及其會員；
- 保險投訴局及同類的保險業機構；
- 法例要求或許可的政府機關；
- 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；及
- 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)。

為了確保您的個人資料之準確性，您同意授權本公司查閱並核實任何由保險業界內保險公司聯會所收集有關您的個人資料。

根據有關法例及規例，您有權查閱及更正本公司所持的任何載有您的個人資料之記錄。如您欲行使以上權利，可以書面形式投寄至香港太古城英皇道 1111 號 9 樓三井住友海上火災保險（香港）有限公司，通知本公司的資料保護主任。

如您對此個人資料收集聲明有任何疑問或須協助，請致電(852) 3122 6922 與我們聯絡。

## 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.