



由本公司填寫

立案號碼

公眾責任險意外報告書

根據保單條款，投保人不論是否被要求賠償，此報告書應詳細填妥並立即送回保險公司處理。

保戶收到每一信件、索賠要求、告票、傳票及訴訟書時須及時通知或遞交本公司。

未經本公司同意，保戶或任何被要求索賠之人仕不得對索賠要求作出任何承認、提議、承諾或賠款。

呈遞此報告書，並不表示保險公司承擔賠償責任。

| | | | |
|------|-------|--|-----------|
| 保單資料 | 保戶名稱 | | |
| | 保單號碼 | | 電話 |
| | 地址 | | 傳真 |
| | 聯絡人姓名 | | 職位 |
| | 聯絡電話 | | 電郵地址 (如有) |

| | | | | | | |
|------------|-------------------|---|---|---|----|-------|
| 發生意外之時間、地點 | 日期 | 年 | 月 | 日 | 時間 | 上午/下午 |
| | 意外地點 | | | | | |
| | 請提供意外現場之地圖/平面圖/相片 | | | | | |
| | 意外事故在何時及由何人報告 | | | | | |
| | 閣下是否物主、承租人、住客或承辦人 | | | | | |

| | | |
|-----------------|--------------------------------|---|
| 發生意外之詳情 | 發生意外之起因及詳情 (包括處理過程) | |
| | 意外的發生是由何人疏忽所引致? 請詳述 | |
| | 是否有閉路電視拍下意外經過? | <input type="checkbox"/> 有·請提供 <input type="checkbox"/> 否 |
| | 就是次意外曾否向其他保險公司索償? | <input type="checkbox"/> 是 <input type="checkbox"/> 否 |
| | 你以往是否遇過類似事故? 如是, 請列明何時發生及詳情 | <input type="checkbox"/> 是 <input type="checkbox"/> 否 |
| | 在事故發生時, 是否已作出任何安全措施? | <input type="checkbox"/> 是 <input type="checkbox"/> 否 |
| | 在事故發生後, 是否有作出任何改善措施 | <input type="checkbox"/> 是 <input type="checkbox"/> 否 |
| | 在事故發生時, 是否有以合約形式的工作進行中? | <input type="checkbox"/> 是 <input type="checkbox"/> 否 |
| 如有內部意外調查報告, 請提供 | | |

| | | | | | |
|--------|-----------|--|---------------------------------------|------------------------------------|------------------------------------|
| 意外現場狀況 | 意外當天之天氣狀況 | <input type="checkbox"/> 晴天 | <input type="checkbox"/> 密雲 | <input type="checkbox"/> 雨天 | <input type="checkbox"/> 其他: _____ |
| | 意外現場地面狀況 | <input type="checkbox"/> (乾爽 / 油漬 / 濕滑)* | <input type="checkbox"/> (平坦 / 凹凸)* | <input type="checkbox"/> 其他: _____ | |
| | 光線情況 | <input type="checkbox"/> 光 | <input type="checkbox"/> 暗 | <input type="checkbox"/> 黑 | * 請刪去不適用者 |

中國太平保險(香港)有限公司
China Taiping Insurance (HK) Company Limited

| | | |
|----------------------|-----------------------------|--|
| 第三者財物 之損毀 | 意外是否涉及第三者財物之損毀? 如有, 請填寫下列資料 | |
| | 索賠人姓名 | |
| | 聯絡地址及電話 | |
| | 財物種類、損害之性質及程度、估計損失金額 | |

| | | | | | | |
|--------------------|---|-------------------------|---|---|---|---|
| 受傷者/ 死者 | 意外是否涉及有人受傷或死亡? 如有, 請填寫下列資料 | | | | | |
| | 請列明此意外是否牽涉死傷者及所牽涉之人數 (a) 受傷者_____人 (b) 死者_____人 | | | | | |
| | 若死傷者多於一人, 請另加附頁說明。 | | | | | |
| | 請列明死傷者姓名, 性別, 年齡, 職業及聯絡方法 | 身份 (如: 訪客、 承辦商僱員) | 請略述傷者之傷勢(如: 瘀傷、擦 傷、骨折)及部位(如: 頭、手、腳) | 是否清醒? | 是否由救護 車送院? | 是否留院? |
| | | | <input type="checkbox"/> 輕微 請略述 <input type="checkbox"/> 重傷 <input type="checkbox"/> 死亡 _____ | <input type="checkbox"/> 是 <input type="checkbox"/> 否 <input type="checkbox"/> 不詳 | <input type="checkbox"/> 是 <input type="checkbox"/> 否 <input type="checkbox"/> 不詳 | <input type="checkbox"/> 是 <input type="checkbox"/> 否 <input type="checkbox"/> 不詳 |
| | 上述資料是根據目擊者觀察所見意外發生後所涉及之傷者情況。 | | | | | |

| | | | | |
|-----------|--------------------------|--------|----|----|
| 證人 | 如有證人, 請提供證人資料如下 | | | |
| | 姓名 | 與投保人關係 | 地址 | 電話 |
| | | | | |
| | 若證人多於一人, 請另加附頁說明。 | | | |

| | | |
|-------------|-----------|---------|
| 警察報告 | 曾向何處警署報案? | 報案日期 |
| | 警方報案號碼 | (請附上口供) |

收集個人資料聲明 PERSONAL INFORMATION COLLECTION STATEMENT

中國太平保險(香港)有限公司(下稱“本公司”)明白其在《個人資料(私隱)條例》下就個人資料的收集、持有、處理或使用所負有的責任。閣下提供本索價表格要求的個人資料(包括信用資料和以往申索記錄)·是為了本公司提供保險業務所需·本公司並可能使用閣下的個人資料作以下用途:

- (i) 任何與保險有關的產品或服務(包括處理及審批閣下索償、結清申索、保單相關行政、財務工作、索償調查或分析、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)及其它相關的服務)·或該等產品或服務的任何更改、變更、取消或續期;
- (ii) 本公司行使任何代位權;
- (iii) 就以上用途聯絡閣下;
- (iv) 其它與上述用途有直接關係的附帶用途;及
- (v) 遵循適用法律·條例及業內守則及指引。

本公司亦可因應上述用途披露/轉移閣下的個人資料予下列各方·而他們只能在有合理需要履行上述目的之情況下才可收集和使用這些資料:

- (a) 向本公司提供行政、通訊、電腦、付款、保安及其它服務的第三方代理、承包商及顧問·或任何從事與保險或再保險業務有關的公司·或閣下的保險中介人(若有)、保險理算人或索償調查員/公司·或其他保險業務有關的服務提供者;
- (b) 僱主; 醫護專業人士; 醫院; 會計師; 財務顧問; 律師; 整合保險業中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·或是通過防欺詐組織或本段中指定的其他人士); 警察; 和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);
- (c) 本公司的關連公司(以《公司條例》內的定義為準);
- (d) 政府及市場認可的保險業監管機構: 保險投訴局及同類的保險業機構·香港保險業聯會(或同類的保險公司聯會)及其會員;
- (e) 法例要求或許可的政府機關包括運輸署。

閣下的個人資料可能因上述用途提供給以上任何機構(在香港境內或境外)·而就此而言·閣下同意將閣下的資料移轉至香港境外。

閣下可有權隨時查閱及/或更正由本公司持有有關閣下的個人資料。如有需要·請以書面形式向本公司的總經理辦公室提出·地址為香港北角京華道18號15樓或電郵 info@hk.cntaiping.com。另本公司私隱政策的全文已上載於 www.hk.cntaiping.com·歡迎查閱。

本公司為預防保險詐騙偵測系統成員·詳情請參閱 www.hkfi.org.hk/ifpcd/en/index.html。

本聲明中英文版本如有任何歧異或不一致·概以英文版為準。

China Taiping Insurance (HK) Company Limited (the “Company”) understands its responsibilities to the collection, retention processing or use personal data under the Personal Data (Privacy) Ordinance. The personal data you provided in this form (including credit information and claims history) is collected to enable the Company to carry on insurance business. The Company may also use your personal data for the following purposes:

- (i) any insurance related product or service (include processing and evaluating your insurance claim, settling claims, providing administration, financing, claim investigation or analysis work, detecting and preventing fraud (whether or not relating to the policy issued in respect of this application) and other services in relation to your insurance policy), or any alterations, variations, cancellation or renewal of such product or service;
- (ii) exercising any right of subrogation;
- (iii) contacting you for any of the above purposes;
- (iv) other ancillary purposes which are directly related to the above purposes; and
- (v) complying with applicable laws, regulations or any industry codes or guidelines.

The Company may disclose / transfer your personal data to the following persons who may collect and use this data only as reasonably necessary to carry out the purposes described above:

- (a) third party agents, contractors and advisors who provide administrative, communications, computer, payment, security or other services, or any company carrying on insurance or reinsurance related business or your insurance intermediary (if you have one) or claim or investigation adjusters/companies, or other service provider providing services relevant to insurance business;
- (b) employers; health care professionals; hospitals; accountants; financial advisors; solicitors; organisations that consolidate claims and underwriting information for the insurance industry; fraud prevention organisations; other insurance companies (whether directly or through fraud prevention organisation 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;
- (c) the Company’s related companies (as that term is defined in the Companies Ordinance);
- (d) Government and industry recognized insurance regulatory bodies: the Insurance Complaints Bureau and similar insurance industry bodies, the Hong Kong Federation of Insurers (or any similar association of insurance companies) and its members; and
- (e) government agencies and authorities as required or permitted by law including the Transport Department.

Your personal data may be provided to any of the above organizations, located in Hong Kong or outside of Hong Kong, for the above purposes, and in this regard you consent to the transfer of your data outside of Hong Kong.

You have the right to access and/or request correction of any personal data concerning yourself held by the Company. Requests for such access can be made in writing to Office of the General Manager at 15/F, 18 King Wah Road, North Point, Hong Kong or email to info@hk.cntaiping.com. Moreover, the full version of the Company’s Data Privacy Policy can be found at www.hk.cntaiping.com.

The Company is a member of the Insurance Fraud Prevention Claims Database, please go to website www.hkfi.org.hk/ifpcd/en/index.html for details.

In the event of any discrepancy or inconsistency between the English and Chinese versions of this statement, the English version shall prevail.

聲明

以上所列乃屬真實並願協助中國太平保險(香港)有限公司辦理一切有關事宜。

保戶簽署
(如屬公司請加蓋章)

日期

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.