

Claim Form  
索償書

Public Liability Insurance  
公眾責任保險

1. INSURED 投保人

Name 姓名 \_\_\_\_\_ Policy No. 保單編號 \_\_\_\_\_

Address 地址 \_\_\_\_\_ Occupation 職業 \_\_\_\_\_

Person to Contact 聯絡人 \_\_\_\_\_ Phone No. 電話 \_\_\_\_\_

2. TIME AND PLACE OF ACCIDENT 發生意外的時間及地點

Date 日期 \_\_\_\_\_ Time 時間 \_\_\_\_\_

Exact place of accident 意外的確實地點 \_\_\_\_\_

When, and by whom was the accident reported to you? 何時及由誰向閣下匯報此意外? \_\_\_\_\_

Age of property & yearly rental? 所涉及物業的年齡及是否出租? \_\_\_\_\_

Are you the owner, lessee, tenant or contractor? 閣下是否業主、租客、住客或承判商 \_\_\_\_\_

Has any previous complaint been made regarding the property concerned in this accident? 有關物業有否於此意外前收到其他投訴? \_\_\_\_\_

If yes, please give details 如有，請詳述 \_\_\_\_\_

3. FULL DESCRIPTION OF ACCIDENT 意外的詳細資料

State fully what happened 請詳述意外的經過 \_\_\_\_\_

Was accident due to lack of care upon the part of the injured person? 此意外是否由傷者的疏忽引致? \_\_\_\_\_

If so, how? 如是，請解釋如何引致? \_\_\_\_\_

If otherwise, whose negligence caused the accident? 如因其他人的疏忽引致，請說明是誰 \_\_\_\_\_

What right did the injured party have on the premises? 請說明傷者為何在意外地點 \_\_\_\_\_

If the accident was due to a defect in premises occupied by you, who is responsible for maintenance and repairs?

如意外是由閣下所佔用物業的缺損所引致，請說明由誰負責其維修及保養 \_\_\_\_\_

4. PERSONS INJURED 傷者資料

Name/Address 姓名及地址	Nature and extent of injuries 受傷性質及程度	Name /Address of doctor giving medical aid 提供醫療的醫生姓名及地址
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. DAMAGE TO PROPERTY OF OTHERS 他人的財物損失資料

Name of Owner 物主姓名 \_\_\_\_\_

Address 物主地址 \_\_\_\_\_

Kind of property 損失物件種類 \_\_\_\_\_

HSBC Insurance (Asia) Limited

滙豐保險(亞洲)有限公司

18/F, Tower 1, HSBC Centre, 1 Sham Mong Road, Kowloon, Hong Kong

香港九龍深旺道1號滙豐中心1座18樓

Tel 電話: 2288 6688 Fax 圖文傳真: 3418 4972

Nature and extent of damage 受損性質及程度 \_\_\_\_\_

Estimated cost of repair 估計的維修費用 \_\_\_\_\_

Has claim been made? 有否收到索償 \_\_\_\_\_

Is claimant Insured? 追索人有否購有保險 \_\_\_\_\_

If yes, please give Name of Insurance Company 如有，請列明其保險公司名稱 \_\_\_\_\_

#### 6. WITNESSES 証人資料

Whenever possible please obtain names, addresses and telephone number of witnesses, by standers or persons in the immediate vicinity who may have seen the accident or heard statements made by any of the persons involved. 在可能的情況下，請索取証人、途人或有可能目擊或了解意外經過人士的姓名、地址及聯絡電話

NAME 姓名

ADDRESS/TEL NO. 地址/電話

NAME 姓名	ADDRESS/TEL NO. 地址/電話
_____	_____
_____	_____
_____	_____

#### 7. POLICEMAN IF ANY AT THE SCENE OF ACCIDENT 在場的警員資料

Name 姓名 \_\_\_\_\_

Report Number 報案號碼 \_\_\_\_\_

Attached to which Police Station 所屬警署 \_\_\_\_\_

I/We hereby declared that to the best of my/our knowledge and belief, the above statements are fully and truly made.

本人/吾等謹此聲明，就本人/吾等所深知及確信，上述資料均屬真確無訛。

Signature of Insured: 投保人簽署 \_\_\_\_\_ Date: 日期 \_\_\_\_\_

#### Statement relating to the Personal Data (Privacy) Ordinance ("PDPO")

As our customer, it is necessary from time to time for you to supply us with your personal data to enable us and other companies of the HSBC Group ("our affiliates") to provide and administer products and services and to effect transactions for or with you. Failure to supply such data may result in our being unable to provide or continue to provide products and services to you.

During the continuation of the relationship, we may collect and/or compile further data relating to you.

The purposes for which data relating to you may be used by us and our affiliates are as follows:

1. offering and providing products and/or services to customers from time to time, and administering, maintaining, managing and operating such products and/or services which may include, without limitation, insurance, banking, provident fund or scheme, or other financial products or services,
2. processing, assessing and determining any applications or requests made by you for products or services,
3. any purposes in connection with any claims made by or against or otherwise involving you in respect of any products and/or services provided by us or our affiliates including, without limitation, making, defending, analysing, investigating, processing, assessing, determining or responding to such claims,
4. performing any functions and activities related to the products and/or services provided by us or our affiliates including, without limitation, marketing, audit, reporting, market research, and general servicing and maintenance of online and other services,
5. designing products and/or services for customers, and promoting, improving and furthering the provision of products and/or services by us or our affiliates,
6. matching any data held by us or our affiliates relating to you from time to time for any of the purposes listed in this statement,
7. making disclosure under the requirements of any law, rules, regulations, codes of practice or guidelines binding on us or our affiliates including, without limitation, making disclosure to applicable regulators, governmental bodies, or industry recognised bodies such as federations or associations of insurers or credit reference agencies,
8. exercising any rights we or our affiliates may have in connection with the provision to you of products and/or services from time to time,
9. conducting identity and/or credit checks,
10. determining any amount of indebtedness owing to or from you, and collecting and recovering any amount owing from you or any person who has provided any security or undertaking for your liabilities,
11. enabling an actual or proposed assignee, transferee, participant or sub-participant of our rights or business to evaluate the transaction intended to be the subject of the assignment, transfer, participation or sub-participation, and
12. any purposes relating to the above or any other purposes in accordance with our general policies or those of the HSBC Group in relation to insurance, banking and financial services as set out in statements, circulars, notices or other terms and conditions made available by us and/or the HSBC Group to customers from time to time.

Data held by us will be kept confidential but we may provide such data inside or outside the Hong Kong Special Administrative Region, to the following persons:

- any of our affiliates for the purposes specified above,
- any person in connection with any claims made by or against or otherwise involving you in respect of any products and/or services provided by us or our affiliates,
- any agent, contractor or third party service provider who provides administrative, telecommunications, computer, payment, data processing or storage,

- or other services to us or our affiliates in connection with the operation of business,
- any credit reference agencies or, in the event of default, any debt collection agencies,
- any person under a duty of confidentiality to us or our affiliates which has undertaken to keep such data confidential,
- any actual or proposed assignee, transferee, participant or sub-participant of our rights or business, and
- any person to whom we or our affiliates are under an obligation to make disclosure under the requirements of any law, rules, regulations, codes of practice or guidelines binding on us or our affiliates including, without limitation, any applicable regulators, governmental bodies, or industry recognised bodies, and where otherwise required by law.

Under and in accordance with the terms of the PDPO, you have the following rights:

- to check whether we hold data relating to you and to access such data,
- to require us to correct any data relating to you which is inaccurate,
- to ascertain our policies and practices in relation to personal data and to be informed of the kind of personal data held by us, and
- to request us not to use your data for direct marketing purposes.

In accordance with the terms of the PDPO, we have the right to charge a reasonable fee for processing any data access request.

Requests may be made in writing to the Data Protection Officer, The Hongkong and Shanghai Banking Corporation Limited, PO Box 72677, Kowloon Central Post Office, Hong Kong SAR.

Nothing in this statement shall limit your rights under the PDPO.

In case of discrepancies between the English and Chinese versions of this statement, the English version shall prevail.

### 關於個人資料(私隱)條例(「條例」)的聲明

閣下作為本公司客戶，有需要不時向本公司提供個人資料，以使本公司及滙豐集團其他公司(統稱「聯營公司」)能夠為閣下提供及處理產品和服務，並與閣下進行交易或代閣下執行交易。若閣下未能提供該等資料，可能會令本公司無法向閣下提供或繼續提供產品及服務。

在維繫本公司與閣下的客戶關係的過程中，本公司可能收集及／或編製與閣下有關的其他資料。

本公司及聯營公司可能使用與閣下相關的資料作下列用途：

1. 不時向客戶推薦及提供產品及／或服務，並且處理、維持、管理，及運作該等產品及／或服務，包括但不限於保險、銀行、退休金或退休計劃，或其他金融產品或服務；
2. 處理、評估及釐定閣下就產品或服務作出的任何申請或要求；
3. 與任何由本公司或聯營公司提供的產品及／或服務相關，而由閣下提出或對閣下作出的索償，或以其他形式涉及閣下的索償有關的任何用途，包括但不限於作出、辯護、分析、調查、處理、評估、釐定或回應該等索償；
4. 執行任何與本公司或聯營公司提供的產品及／或服務相關的功能及活動，包括但不限於市場推廣、審核、報告、市場調查，以及一般維修和保養網上及其他服務；
5. 為客戶設計產品及／或服務，及推廣、改善並提升本公司或聯營公司提供的產品及／或服務；
6. 不時與本公司或聯營公司所持有與閣下相關的任何資料進行核對，以供作本聲明列明的任何一項用途；
7. 根據任何對本公司或聯營公司有約束力的法律、規則、規例，行業守則或指引的規定而作出披露，包括但不限於向適用監管機構、政府機構或相關行業認可機構，包括保險業聯會或商會或信貸資料服務機構披露資料；
8. 行使本公司或聯營公司就不時向閣下提供產品及／或服務而可能享有的任何權利；
9. 進行身分及／或信貸審查；
10. 釐定欠付閣下或閣下拖欠的任何款項的金額，及向閣下或任何已為閣下的債務提供任何擔保或承諾的人士，追收和收回拖欠的任何款項；
11. 允許本公司的權益或業務的實際或建議承讓人、受讓人、參與人或次參與人，就涉及的轉讓、出讓、參與或次參與的交易進行評估；及
12. 供作任何與上述事項相關的用途，或根據本公司及／或滙豐集團不時提供給客戶的聲明、通告、通知或其他條款及細則中已列明的本公司或滙豐集團就保險、銀行及金融服務制訂的一般政策而作出的任何其他用途。

存於本公司的資料將受到保密，但本公司可能向以下人士透露閣下的資料(不論在香港特別行政區境內或境外)：

- 任何聯營公司，以供作上述指定用途；
- 與由本公司或聯營公司提供的產品及／或服務相關，而由閣下提出或對閣下作出或以其他形式涉及閣下的索償的任何有關人士；
- 在業務上向本公司或聯營公司提供行政、電訊、電腦、支付、數據處理或儲存，或其他服務的任何代理機構、承辦商或第三方服務供應商；
- 任何信貸資料服務機構，以及於涉及欠款時，追收債務的公司；
- 已向本公司或聯營公司承擔保密責任，並已承諾為資料保密的任何人士；
- 本公司的權益或業務的任何實際或建議承讓人、受讓人、參與人或次參與人；及
- 根據任何對本公司或聯營公司有約束力的法律、規則、規例，行業守則或指引的規定，本公司或聯營公司有責任向其作出披露的人士，包括但不限於任何適用監管機構、政府機構或相關行業認可機構，及在其他情況下，法律規定本公司必須向其披露資料的人士。

根據《個人資料(私隱)條例》的條文，閣下有權：

- 查詢本公司是否持有與閣下有關的資料並查閱該等資料；
- 要求本公司更正任何有關閣下的不正確資料；
- 查明本公司就個人資料的政策和實務，以及獲告知存於本公司的個人資料的類別；及
- 要求本公司不將閣下的資料用於直接促銷的用途。

根據《個人資料(私隱)條例》的條文，本公司有權為辦理資料紀錄的查詢收取合理費用。

有關個人資料的所有查詢，請以書面作出，並寄往香港特別行政區九龍中央郵政信箱72677號香港上海滙豐銀行有限公司，註明「資料保護主任」收。

本聲明並未載有任何內容限制閣下根據《個人資料(私隱)條例》可享有的權利。

本聲明的中英文本如有任何歧義，概以英文本為準。