



Automobile Report/Claim Form

汽車保險事故報告/索償申請表



Sun Flower Insurance Brokers Limited
 Room 1105-08, Hing Yip Commercial Centre, 262 Des Voeux Road Central, Hong Kong
 Tel: 2521 1881 Fax: 2521 1919 Email: vip@sunflowergroup.com.hk www.sunflowervip.com
 Thank you for considering Sun Flower to be one of your selected intermediaries.
 We are pleased to get in touch should you have any enquiry regarding the captioned insurance.

This form must be completed truthfully and accurately. If the space is not enough or no applicable field available, please supplement information by attachment.

請正確填寫此申請表。如果表格空間不足或沒有適用之欄位，請以附件補充資料。

The list of documents required is not exhaustive and we reserve our right to request from you any additional information/documentation, as necessary. The submission of an incomplete form or insufficient information or supporting documents may delay the processing or result in the denial of your claim. 各部份之「所需文件」只是概括要求，本公司保留權利在有需要時要求閣下提供更多文件以處理有關的索償申請。如所遞交的索償申請表未填妥或有關資料或文件不足，閣下的索償申請有可能會受延誤或被拒絕。

The completed form should be returned to us together with all supporting documents as soon as possible at the following address or submit your claim via our Online 24-hour claim report platform - Auto e-Claims:

請填妥索償申請表並連同所有有關文件盡快寄回以下地址或使用汽車流動索償服務-Auto e-Claims:

AIG Insurance Hong Kong Limited
 Claims Department
 7/F, One Island East, 18 Westlands Road, Island East, Hong Kong
 Facsimile: 852 2838 9916
 Email address: claims.hk@aig.com
 www.aig.com.hk

美亞保險香港有限公司
 賠償部
 香港港島東華蘭路18號港島東中心7樓
 傳真：852 2838 9916
 電郵地址：claims.hk@aig.com
 www.aig.com.hk

Auto e-Claims



Scan the QR code to access Auto e-Claims
 請掃描QR code以連接Auto e Claims

*For private auto and motor cycle insurance only
 *只適用於私人汽車及電單車之保險

General documents required 所需文件：

- An estimate of repair costs (it should be submitted and approved before making any repair). 於進行汽車維修前，請提供有關的維修估價單
- Copy of vehicle registration documents (both sides). 汽車登記文件副本（正面及背面）
- Copy of driving license of the concerned driver. 駕駛人駕駛執照副本
- Copy of HKID card or passport of the concerned driver. 駕駛人香港身分證或護照副本
- Police statement, report and sketch of the accident. 警署口供，調查報告及草圖副本

Section I - General Information 第一部份 一般資料

| | | |
|--|---|--|
| Policy/certificate no. 保單號碼 | Name of insured (Chinese & English) 受保人名稱 / 姓名 (中文及英文) | Occupation 職業 |
| HK ID card no./passport no. 香港身份證/護照號碼 | E-mail address 電郵地址 | |
| Insured's other contact phone no. (if any) 受保人其他聯絡電話 (如有) | | Telephone no. (Mobile) 電話號碼 (手提電話) <small>Claim acknowledgement will be sent to this mobile phone number via SMS upon receipt of this original claim form. 本公司將會在此索償申請表正本後發送確認短訊至此手提電話號碼。</small> |
| Mailing address 聯絡地址 (請盡量以英文填寫) | | |
| Name of agent/broker 經紀姓名 | Agent / broker's email address 經紀電郵地址 | Agent / broker's telephone no. (Mobile) 經紀電話號碼 (手提電話) <small>Claim acknowledgement will be sent to this mobile phone number via SMS upon receipt of this original claim form. 本公司將會在此索償申請表正本後發送確認短訊至此手提電話號碼。</small> |

Section II - Details of Vehicle 第二部份 車輛資料

| | | |
|--------------------------|---|-----------------------------|
| Registration no. 車牌號碼 | Cylinder capacity 汽缸容量 | Year of manufacture 出廠年份 |
| Make and model 廠名及型號 | Purpose of use at the time of accident 在意外發生時，此車之用途為 | |
| Engine no. 引擎號碼 | Chassis no. 底盤號碼 | |

Section III - Details of Driver 第三部份 駕駛人資料

| | | |
|--|---|--|
| Name (Chinese & English) 姓名 (中文及英文) | Date of birth 出生日期 DD 日 MM 月 YYYY 年 | ID card no./passport no. 身份證/護照號碼 |
| Mailing Address 聯絡地址 | | Telephone no. 電話號碼 |
| Driving license no. 駕駛執照號碼 <input type="checkbox"/> Local 本地 <input type="checkbox"/> International 國際 | Date of first issue 首次發牌日期 DD 日 MM 月 YYYY 年 | Driving experience 駕駛經驗 Year(s) 年 |
| Driving on insured's order or with insured's permission? 駕駛人是否得到受保人同意駕駛該車輛? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 | Relationship with insured 駕駛人與受保人關係 | |
| Does the driver, other than the insured, own a car? If yes, please provide the registration no. Is it insured? If yes, please provide the insurance company and policy no. 駕駛人是否擁有車輛 (受保人除外)? 如有, 請提供車牌號碼, 有否投保? 如有, 請提供保險公司名稱及保單號碼 | | |

Section IV - Details of Accident (Required) 第四部份 意外發生詳情 (必須填寫)

| | | |
|---|--|-------------------------|
| Date of accident 意外發生日期 DD 日 MM 月 YYYY 年 | Time of accident 時間 <input type="checkbox"/> A.M. / <input type="checkbox"/> P.M. 上午 / 下午 | Place of accident 地點 |
| Full description of how the accident happened 詳述意外發生的經過 | | |
| Diagram 圖解 | | |
| In the driver's opinion, who was at fault? 以駕駛人意見, 誰應對這意外負責? | | |

Remarks: If other party was at fault, you should lodge a complaint to the Police within 10 days of the accident.
備註: 如認為意外之責任在對方, 您應該於意外發生後十天之內向警方交通意外調查組作出投訴。

Section V - Police Report You should report the accident to police immediately after the accident. 第五部份 警方報告 於意外發生後, 您應立即向警方報告

| | | | |
|---|--|--|--------------------|
| Name of the police station where the accident was reported to 報案警署名稱 | Date of report 報案日期 DD 日 MM 月 YYYY 年 | Time of report 報案時間 <input type="checkbox"/> A.M. / <input type="checkbox"/> P.M. 上午 / 下午 | Report no. 案件編號 |
|---|--|--|--------------------|

Section VI - Damage to Insured Vehicle 第六部份 受保車輛損壞情況

Details of the damage with photos, if any
請詳述損毀情況並提供照片(如有)

| | | | |
|---|---|-----------------------|--|
| Intended repairer's name 擬將車輛交予修理之修理廠名稱 | | Telephone no. 電話號碼 | Estimated repair costs (Please indicate the currency) 估計修理費 (請註明貨幣) |
| Address 地址 | | | |
| Is the vehicle at this repairer's premises? 該車是否已在此修理廠? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 | If no, where is the vehicle at present? 如否, 該車現於何處? If the vehicle is insured on comprehensive terms, an estimate of repair costs should be submitted and approved before making any repair. 如屬綜合保險(全保), 估價單必須先交到本公司審查及批准後才可以開始進行修理。 | | |

Section VII - Details of Injured 第七部份 傷者資料

Please use a separate paper if the space is insufficient
如空白位置不足可另加紙張

| Name 姓名 | Sex and age 性別及年齡 | Telephone no. and address 電話及地址 | Extent of injury 受傷情況 | Identity* (please refer to below categories and state the no.) 身份類別* (請參照下列分類然後填寫所屬組別號碼) |
|------------|----------------------|------------------------------------|--------------------------|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

* 1-Driver of my/our vehicle; 2-Driver of other vehicle; 3-Passenger of my/our vehicle; 4-Passenger of other vehicle; 5-Pedestrian

* 1 - 我方司機; 2 - 對方司機; 3 - 我方乘客; 4 - 對方乘客; 5 - 路人

Section VIII - Witness or Passenger 第八部份 證人或乘客

| | |
|--------------------------------------|-----------------------|
| Name of witness/passenger 證人/乘客姓名 | Telephone no. 電話號碼 |
| Address 聯絡地址 | |

Section IX - Details of Third Party Vehicle or Property Damaged 第九部份 第三者車輛或財物損壞情況

| | |
|--|---------------------------------------|
| Type of damaged vehicle: 損壞車輛類別: <input type="checkbox"/> Private/commercial vehicle or motorcycle 私家/商用車或電單車 <input type="checkbox"/> Light bus or bus 小巴或巴士 <input type="checkbox"/> Maxicab/public light bus or franchised bus 公共小巴或專利巴士 <input type="checkbox"/> Taxi 的士 <input type="checkbox"/> Government/armed forces or other type of vehicle 政府/軍用或其他車輛 | |
| Damaged vehicle's registration no. 損壞車輛牌號碼 | Other type of damaged property 其他財物類別 |
| Details of damage 損壞詳情 | |
| Name of the third party 第三者姓名 | Telephone no. 電話號碼 |
| Address 聯絡地址 | |
| Insurance type and provider's name 保險類別及保險公司名稱 | |
| Remarks: Any lawsuit, demand, claim or proceeding of any types relating to the incident of which becomes aware of, and received from the third party claimant, should be immediately forwarded to us without acknowledgement. No liability should be admitted and no settlement or promise of payment should be reached or made to the third party without our prior approval. 備註: 如收到任何第三者對有關事件的索償要求、法庭傳票、通告及書面命令，或涉及任何法律訴訟，切勿自行處理，應立即通知及提交本公司處理。未得本公司事先同意前，不要向第三者承認任何責任或達成和解或付款承諾。 | |

Section X - Schedule of loss of Personal Effects 第十部份 個人財物損失清單

| Description of article 受損財物詳細資料 | The owner's name and address 物主姓名及地址 | Date, vendor and address of purchase 購買日期、商號及地址 | Purchase price (Provide original receipts) 購買金額 (請附上單據正本) | Claim amount (Please indicate the currency) 索償金額 (請註明貨幣) |
|------------------------------------|---|--|--|---|
| | | | | |
| Total Claim Amount 總索償額 | | | | |

| | |
|--|---|
| Do you have any other insurance policies covering the loss incurred? 是次索償項目是否受保於其他保險合約? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 | If yes, please provide the following information: 如是，請提供以下資料： Name of the insurance company 保險公司名稱 _____ Policy No 保單號碼 _____ Policy Type 保險類別 _____ Sum Insured (Please indicate the currency) 保額 (請註明貨幣) _____ |
| Has the said insurance company rejected your claim? 該保險公司有否拒絕閣下的索償申請? <input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有 If yes, please state the reason(s) 如有，請註明原因 _____ | |
| If no, please state the amount payable/paid by the said insurance company (please provide the payment details) 如沒有，請註明該保險公司賠償的金額 (請提供賠償明細) _____ | |

Section XI - Claims Payment Method (Required - Please tick) 第十一部份 賠償支付方式 (必須填寫)(請選擇)

The request for payment mode is not an admission of our liability. If the claim is eligible, the indemnity shall be payable to the relevant Insured only based on the following details provided.
本公司特此聲明此項要求並不代表本公司承認賠償責任。如果索償成功，所有賠償均只可支付予此索償之相關受保人如下提供的信息。

- Notice: 1. Purpose for collection: (i) Solely to enable AIG HK to effect settlement payment for eligible claim(s). (ii) AIG HK shall only make payment according to the details provided in this section.
2. AIGHK reserves the rights to determine the claim payment method at its absolute discretion.
- 注意事項: 1. 收集目的: (i) 僅使美亞保險能夠對符合條件的索償進行賠償付款。 (ii) 美亞保險將只會根據以下提供的資料進行付款。
2. 美亞保險保留自行決定其索償款項的付款方法的權利。

| | | |
|-----------------------------|--|--|
| Please choose one. 請選擇其一 | <input type="checkbox"/> Faster Payment System (FPS) 快速支付系統 (「轉數快」) | **Only applicable for claims payment amount under HKD5,000. **只適用於不超過港幣5,000 元的索償支付金額之個案。 |
| | <input type="checkbox"/> Direct credit to Hong Kong Bank Account (HKD account only) 支付到銀行帳戶 (只限港幣戶口) | |

If you choose **Faster Payment System (FPS)** for your claim(s), please complete the followings:
如選擇使用 **快速支付系統 (「轉數快」)** 為你的賠償支付方式，請填以下資料：

- Notice: 1. Please ensure the proxy (phone number/e-mail address/FPS ID) you've provided is already registered with Faster Payment System, otherwise the payment cannot be proceeded.
2. Claims Payment only addresses to Policy Holder /eligible Claimant. Please ensure the registered proxy with bank account holder name is the same as the name of Policy Holder / eligible Claimant(s), otherwise the payment cannot be proceeded.
3. Please provide **One (1)** of the proxy (phone number /e-mail address/FPS ID) in below field.
4. Please provide **e-mail address** for sending Claim statement, otherwise the payment cannot be proceeded.
- 注意事項: 1. 請確保以下提供的識別代號 (電話號碼/電郵/快速支付系統識別碼) 已在快速支付系統中註冊，否則無法進行付款。
2. 賠償付款僅支付給保單持有人/ 符合條件的索償者。請確保註冊快速支付系統的銀行帳戶持有人姓名與保單持有人/ 符合條件的索償者姓名相同，否則無法進行付款。
3. 請於下面只提供 **一個** 快速支付系統識別代號 (電話號碼 /或 電子郵件地址 /或 快速支付系統識別碼)。
4. 請提供 **電子郵件地址** 以發送賠償明細表，否則無法進行付款。

| | | | | | |
|---|------------------------|---------|--|---------|---------------------|
| (FPS) Telephone no. (轉數快) 電話號碼 | +852 | 或 or | (FPS) E-mail address (轉數快) 電郵地址 | 或 or | FPS ID 快速支付系統識別碼 |
| FPS Account Holder's Name FPS帳戶持有人姓名 | E-mail address 電郵地址 | | Claim statement will be sent to this e-mail address upon payment 賠償明細表將發送到此電郵地址 | | |

或 or

If you choose **Direct credit to Hong Kong Bank Account** for your claim(s), please complete the followings:
如選擇使用 **支付到銀行帳戶** 為你的賠償支付方式，請填以下資料：

- Notice: 1. Please provide a **copy of bank passbook or ATM card**, otherwise the payment cannot be proceeded.
2. Claims Payment shall only address to Policy Holder/ eligible Claimant. Please ensure the bank account holder name is the same as the name of Policy Holder/ eligible Claimant(s), otherwise the payment cannot be proceeded.
3. Please provide **e-mail address** for sending Claim statement, otherwise the payment cannot be proceeded.
- 注意事項: 1. 請提供 **銀行存摺或提款卡副本**，否則無法進行付款。
2. 賠償付款僅支付給保單持有人/ 符合條件的索償者。請確保銀行帳戶持有人姓名與保單持有人/ 符合條件的索償者姓名相同，否則無法進行付款。
3. 請提供 **電子郵件地址** 以發送賠償明細表，否則無法進行付款。

| | | | |
|----------------------------------|--|------------------------|--|
| Account Holder's Name 戶口持有人姓名 | Bank Name 銀行名稱 | | |
| Bank Code 銀行號碼 | Branch Code 分行號碼 | Account Number 戶口號碼 | |
| E-mail address 電郵地址 | Claim statement will be sent to this e-mail address upon payment 賠償明細表將發送到此電郵地址 | | |

Section XII - Declaration and Authorization 第十二部份 聲明及授權

- A. The undersigned Insured(s) / Claimant(s) HEREBY DECLARE that to the best of the Insured(s) / Claimant(s) knowledge and belief, the above statement and particulars contained are true and complete in every respect and are made without reservation of any kind.
- B. In relation to the personal data collected in this claim form, the Insured(s)/Claimant(s) agree and acknowledge that:
- (unless specifically indicated otherwise in this form) the personal data requested in this form (or otherwise provided during the course of the claim process) is necessary for AIG Insurance Hong Kong Limited ("AIG HK") to process the insurance claim and any such data not provided may mean the claim cannot be processed.
 - the personal data collected in this form may be used by AIG HK for purposes which include 1) assessing, investigation, adjusting and making a decision on this claim; 2) otherwise for the purpose of administering the insured(s)' insurance policy (including pursuing recovery from reinsurers) and 3) for other purposes stated elsewhere in this form.
 - AIG HK may transfer the personal data to the following classes of persons (whether based in Hong Kong or overseas) for the purposes identified in (b) above:
 - third parties providing services related to the administration of the Insured's policy (including reinsurers);
 - financial institutions for the purpose of processing this application and obtaining policy payments;
 - loss adjusters, assessors, third party administrators, emergency providers, legal services providers, retailers, medical providers and travel carriers;
 - another member of the AIG group (for all of the purposes stated in (b)) in any country; or
 - other parties referred to in AIG HK's Data Privacy Policy for the purposes stated therein.
 - The Insured(s)/Claimant(s) may gain access to, or request correction of their personal data (in both cases, subject to a reasonable fee) at any time, by writing to the Privacy Compliance Officer of AIG Insurance Hong Kong Limited at GPO Box 456 or cs.hk@aig.com. The same addresses may be used to contact us with any comments on our service. The full version of AIG HK's Data Privacy Policy can be found at www.aig.com.hk.
- C. The Insured(s) / Claimant(s) hereby irrevocably authorize:
- any organization, institution, or individual that has any information, record or knowledge of the Insured(s)' health and medical history or any treatment or advice rendered thereto to disclose to AIG HK such information, record and knowledge;
 - AIG HK or any of its approved medical examiners or laboratories to perform the necessary medical assessment and tests to underwrite and evaluate the Insured(s)' health status in relation to the Claims therein and any matter arising therefrom. These tests may include, but are not limited to, tests for cholesterol and related blood lipids, diabetes, liver or kidney disorders, acquired immunodeficiency syndrome (AIDS), infection by any human immunodeficiency virus (HIV), immune disorder or the presence of medications, drugs, nicotine or their metabolites;
 - the police that has any of the Insured(s)' information to provide AIG HK with the information including but not limited to the police reports, witness statements, investigation and/or prosecution results;
 - airline(s) that has/have any of the Insured(s)' information to provide AIG HK with the information including but not limited to flight details, booking details, irregularities reports and all information related to the Insured(s)' bookings; and
 - any organization institution or individual that has any information, record or knowledge of the Insured(s)' travel record to disclose to AIG HK such information, record and knowledge. This authorization shall bind the Insured(s) / Claimant(s)' successors and assigns and remain valid notwithstanding the Insured(s) / Claimant(s)' death or incapacity in so far as legally permissible. A photocopy of this authorization shall be as valid as the original.
- A. 於本索償申請表簽署之受保人/索償申請人謹此聲明盡其所知所信，上述所申報的一切資料均屬正確無誤，並無任何保留。
- B. 就有關從此索償申請表所收集的個人資料，受保人/索償申請人同意及確認：
- (除非於本表格上另有訂明，本表格所要求提供的個人資料(或於處理索償時所要求提供的個人資料)是供美亞保險香港有限公司("美亞保險")處理保險索償申請的所需資料，若未能提供任何所需資料索償申請則可能不被處理；
 - 美亞保險可按列於其私隱政策的用途使用此表格所收集之個人資料，其用途包括:1) 評核、調查、調整及就此索償申請作出決定; 2) 管理受保人的保單(包括向再保險公司索取賠償)及3) 任何於本表格其它位置列明的目的；
 - 美亞保險亦可向以下類別的人士(不論在香港或海外)轉交該些個人資料，作上述(b)項所列明之用途:
 - 提供有關本人/吾等保單管理服務的第三者(包括再保險公司)；
 - 財務機構，作處理此申請及收取保費；
 - 公證人、調查員、第三者管理人、緊急支援服務提供者、法律服務提供者、零售商、醫療提供者、及交通工具機構，以處理索償事宜；
 - 其它在任何國家之AIG集團之成員公司，作上述(b)項所有列明之用途；或
 - 其它於美亞保險私隱政策所列明的人士，作於私隱政策列明之用途。
 - 受保人/索償申請人可隨時致函到美亞保險香港有限公司之私隱事務主任(地址:香港郵政總局信箱456號或電郵至cs.hk@aig.com)查閱、或要求修改其個人資料(美亞保險可就查閱及修改要求收取合理費用)。如對美亞保險提供的服務有任何意見，可按上述地址聯絡美亞保險。美亞保險私隱政策的全文載於www.aig.com.hk。
- C. 受保人/索償申請人茲授權:
- 任何知悉或擁有受保人之健康狀況及病歷或任何治療或諮詢記錄或資料及曾為或將為受保人診治之機構、組織或人士，向美亞保險透露有關資料及記錄;
 - 美亞保險或任何其認可之驗身醫生或化驗所，替受保人進行所需之醫療評估及測試，並對受保人之健康狀況進行審核及評估，作為處理本索償申請及其後與之有關的賠償事宜。此等化驗包括，但並不限於膽固醇及有關之血脂
肪、糖尿病、肝或腎功能失常、愛滋病或感染人體免疫力缺乏病毒、免疫系統失常或體內藥物、毒品、尼古丁及其代謝物之含量等化驗;
 - 警方向美亞保險提供有關受保人之任何資料包括但不限於警察報告、証人口供、調查及/或檢控結果;
 - 航空公司向美亞保險提供有關受保人之任何資料包括但不限於航班資料、訂位資料、違規報告及所有有關受保人之訂位資料; 及
 - 任何知悉或擁有受保人之出入境資料紀錄之機構、組織或人士向美亞保險透露有關資料及紀錄
- 此授權書不得撤回。在法律許可下，即使受保人/索償申請人死亡或喪失能力，此授權書仍然存有法律效力，而受保人/索償申請人之繼承人及轉讓入亦會受此授權書約束。此授權書之副本與正本均屬有效。

| | | | | |
|--------------------------------------|--|---------|---------|-----------|
| Name of driver 駕駛人姓名 | Signature of driver 駕駛人簽署 | | | |
| ID card no./passport no. 身份證/護照號碼 | Date 日期 | DD 日 | MM 月 | YYYY 年 |
| Name of insured 受保人名稱/姓名 | Signature of insured with company chop, if applicable 受保人簽署及蓋章(如適用) | | | |
| ID card no./passport no. 身份證/護照號碼 | Date 日期 | DD 日 | MM 月 | YYYY 年 |

09 / 2022

Important Note 重點注意事項

- Calm down, avoid arguing liability with Third Party driver(s)
- Always call 999 and report a Traffic Accident to Police IMMEDIATELY if bodily injury(ies) is involved/WITHIN 24 hours if no bodily injury is involved
- If Third Party bodily injury is involved, DO NOT move the vehicle without consent of the Police
- If the incident is caused by the negligence of the Third Party(ies), lodge an official complaint to the Police WITHIN ten (10) days
- NO admission, offer, promise, payment or indemnity shall be made or given by or on behalf of the Insured without AIG written consent
- Summons, police letter or any formulated claim or correspondence from third party, must be forwarded to AIG IMMEDIATELY for handling. DO NOT acknowledge or respond.
- DO NOT commence repair without consent of AIG
- 保持冷靜，避免與第三方司機爭論任何責任問題
- 如果涉及人身傷害請立即撥打999並向警方報告交通事故；如果沒有涉及人身傷害，請於24小時內向警方報告交通事故
- 如果涉及第三方人身傷害，請勿在未經警察同意的情況下移動車輛
- 如認為意外之責任在對方，您應該於意外發生後十天內向警察交通意外調查組作出投訴
- 在未得我們書面同意前，請勿向任何第三者承認責任或作出妥協或賠償，這樣會影響你根據保單索償的權利
- 請勿回應任何法庭傳票、警方來函、索償要求或第三者發出的任何信件，並且盡快轉交我們處理
- 未經我們書面同意前不得開始車輛維修，這樣會影響您根據保單索償的權利

Guidelines on General Documents Required for Automobile Claim 汽車保險索償一般所需文件

- In the event of any occurrence which may give rise to a claim under this Policy, written notice of claim must be given to us within fourteen (14) days, together with all relevant documents. If you are unsure, you should still notify us of the occurrence.
- The documents listed below are not exhaustive and we may request from you any additional information/documentation, as necessary. The submission of an incomplete form or insufficient information or supporting documents may delay the processing or result in the denial of your claim.
- 如發生任何可能引起汽車保險索償的事件，必須在事件發生後十四(14)天內向我們遞交書面索償申請，並附上所有相關文件。如果您不確定相關意外事件會否引起汽車保險索償，您仍然應該立即通知我們。
- 以下列出的文件清單未列出所有可能出現的情況，保留權利在有需要時要求您提供更多文件以處理有關的索償申請。如所遞交的索償申請表未填妥或有關資料或文件不足，您的索償申請有可能會受延誤或被拒絕。

| | Own Damages 您的汽車損毀保障 | Third Party Legal Liability 第三者索償責任保障 | Windscreen Protection Cover 擋風玻璃保障 | Theft of Car 汽車被盜 | Indemnity of Medical Expenses 醫療費用 |
|---|-------------------------|---|--|----------------------|--|
| Copy of Driver's HKID card and driving license 汽車駕駛者的身份證及駕駛執照副本 | ✓ | ✓ | | | ✓ |
| Vehicle Registration Document (both sides required); 汽車登記文件的副本 (前後兩面) | ✓ | ✓ | ✓ | ✓ | ✓ |
| An estimate of repair costs (It should be submitted and approved by AIG Claims Department before making any repair) 修理估價報告。您必須在作出任何修理前，先向我們遞交估價報告並獲得核准 | ✓ | | | | |
| Copy of Police report and Police statement 警方報告、口供紙 | ✓ | ✓ | | ✓ | |
| Alcoholic Test Report 呼氣測試結果副本 | ✓ | ✓ | | | ✓ |
| Colour Photos of the accident scene &/ copy of car camerafootage capturing the accident (if any) 事件現場之彩色照片 | ✓ | | | | |
| Color photos of the damage(s) and the car plate & car license 損毀擋風玻璃之彩色照片 | | | ✓ | | |
| Completed and signed Letter of Consent (see next page) of the Driver 由汽車駕駛者填妥並簽署之授權信(見後頁) | ✓ | ✓ | | ✓ | |
| ORIGINAL repair receipt 維修單據正本 | | | ✓ | | |
| ORIGINAL medical receipt(s) and medical report(s) 醫療費用收據正本及醫療證明書 | | | | | ✓ |

** This note is for your guidance only and does not vary the terms of the policy or form part thereof.

** 本說明僅供參考，並不會改變任何保單條款個細則或構成其部分。

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.

To the Office-in-Charge of the Hong Kong Police Force and/or Magistrates' Courts and/or whom it may concern

致香港警務處 及/或 裁判法院 及/或 敬啟者

Claim No. :

檔案編號 :

Letter of Consent 同意書

Accident/Incident on :

意外/事故日期 :

Traffic accident involving vehicle :

交通意外中涉及之車輛登記編號 :

I, the undersigned hereby authorize any police station and/or Magistrates' Court and/or Government Department to disclose to AIG Insurance Hong Kong Limited &/or their authorized loss adjuster &/or legal representative, any and all information &/or documents including but not limited to a copy of statement(s), investigation report(s), court transcripts, verdicts, certificates, etc. concerning the above occurrence for the purpose of assessment of an insurance claim.

Further, I confirm that a photocopy of this letter shall be as valid as the original.

本人現同意及授權 香港警務處處長 及/或 裁判法院 及/或 政府部門/機構 就上述交通意外提供所有有關資料，包括但不限於證人之口供、所有調查報告及/或文件、法庭訴訟紀錄、裁決、審訊證明書，及所有其他有關資料 予美亞保險香港有限公司（「美亞」）及/或 其委託之律師行、及/或其委託之公証行以作保險索賠之評估。

本人同意此授權書的副本與正本有同等效力。

Signature 簽名

Name 姓名

Date 日期

HKID Card / Passport No.

香港身份證號碼/護照號碼

Purpose of Collection of Personal Data

收集個人資料目的

1. Personal data provided in this form will be used by AIG to solely assess and process the claim under the related legislation.
本表格內所提供之個人資料會被「美亞」純粹用作評估及處理相關法規下之索償。
2. The provision of personal data is voluntary.
提供個人資料是自願的。