

**PROPERTY INSURANCE CLAIM FORM 財物保險索償表**Please complete and send it to [G1claims.hk@howdengroup.com](mailto:G1claims.hk@howdengroup.com).請填寫索償表，提供證明文件及電郵至 [G1claims.hk@howdengroup.com](mailto:G1claims.hk@howdengroup.com).

1. INSURED PERSON/ POLICYHOLDER INFORMATION 受保人/保單持有人資料			
Name of the Insured Person/ Policyholder 受保人/保單持有人姓名		Policy No. 保單號碼	P078886/001 c/o DBSML
Mobile No. 手機號碼		Email 電郵	
Correspondence Address 通訊地址			

2. ABOUT THE INCIDENT/ LOSS/ DAMAGE 關於是次意外/損失/損壞					
Date (DD/MM/YYYY) 日期(日/月/年)		Time 時間		Location 地點	
Description of the incident and the cause of loss/ damage 意外描述及損失/損壞之原因					

3. GENERAL QUESTIONS 一般事項		
Is there any other insurance covering the loss/damage? 閣下之財物損失是否同時受其他保險保障? Yes 是 <input type="checkbox"/> No 否 <input type="checkbox"/> If "Yes", please give details 如選擇「是」請詳述	Insurance Company 保險公司名稱	Policy Number 保單號碼
Are you the sole owner of the property? 閣下是否損失或損壞財物的物主? Yes 是 <input type="checkbox"/> No 否 <input type="checkbox"/> If "No", please give details 如選擇「否」請詳述	Owner Name and Address 物主姓名和地址	Mobile No. 聯絡電話
Can you identify any parties who may be responsible for the incident? 閣下是否認為任何人士必須對事件負責? Yes 是 <input type="checkbox"/> No 否 <input type="checkbox"/> If "Yes", please give details 如選擇「是」請詳述	Name and Address 姓名和地址	Mobile No. 聯絡電話

**PROPERTY INSURANCE CLAIM FORM 財物保險索償表**

Have you ever sustained other losses of similar nature? 閣下是否蒙受過同樣性質的損失? Yes 是 <input type="checkbox"/> No 否 <input type="checkbox"/> If "Yes", please give details 如選擇「是」請詳述		
--	--	--

**4. DETAILS OF LOSS/ DAMAGE 損失或損壞財物詳情**

Full description of loss/damage (including the brand name and model no.) 損失或損壞財物之詳細資料 (包括牌子及產品型號)	Date of purchase 購買日期	Dealer's name and address 商舖名字及地址	Purchase price 購買價錢	Amount claimed (HKD) 索償額(港元)
Total Amount Claimed (HKD) 總索償額(港元)				

**5. DETAILS OF LOSS REPORT 意外報告資料**

Have the police or other authorities been informed? 閣下有否向警方或其他機構報告失事情況? Yes 有 <input type="checkbox"/> No 否 <input type="checkbox"/> If "Yes", please state name of the police station or authority and reference number 如「有」, 請填寫警署區域報案號碼	Name of Police Station/ Authority 報案警署/機構	Reference Number 報案號碼
--	--	--------------------------

Any information which you provide to us will not be used or intentionally disclosed by us to any other parties except in the normal course of handling this claim and/or negotiating, maintaining or renewing the insurance, unless (a) we have obtained the necessary consent from you; (b) we are required to disclose the information by a court of competent jurisdiction or government or regulatory body having the requisite authority over us; or (c) the information is already in the public domain or has been received by us from a third party not under any duty of confidentiality.

We will take all reasonable and appropriate steps to maintain the security of your confidential documents and information that are in our possession. Where we need to collect and handle personal data, we will not use this data for any purposes other than its intended use but we will be required to transmit it to third parties including insurers, loss adjusters and legal advisers. We will also be required to store such data in our files.

Hong Kong's Personal Data (Privacy) Ordinance defines a Data User as "a person who, either alone or jointly or in common with other persons, controls the collection, holding, processing or use of the data". Pursuant to this definition, most Howden employees including secretaries or assistants are likely to be regarded as a "Data User".

**PROPERTY INSURANCE CLAIM FORM 財物保險索償表**

我們極為重視您的私隱。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。我們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。我們嚴格執行認可管制，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。

<b>Signature of Insured Person/ Policyholder</b> 受保人/保單持有人簽署	<b>Date (DD/MM/YYYY)</b> 日期(日/月/年)

<b>DOCUMENTS REQUIRED (Please mark the box against the documents you have submitted)</b> 所需文件 (請✓你所提交的文件)	
<input type="checkbox"/>	Completed Claim Form 索償表
<input type="checkbox"/>	Original purchase invoices/receipts/warranties and replacement invoices/receipts (if applicable) of the articles described should be submitted with this form. 注意：請將本表格連同上述列明物品之購買發票/收據/保用證及重購發票/收據正本(如適用)一併呈上
<input type="checkbox"/>	Quotations/Invoices/Receipts from the contractor 承包商發出的報價單/發票/收據
<input type="checkbox"/>	Management/Incident Report/Police Report/Police Statement/Witness Statement 管理公司意外報告/警察意外報告/目擊者證供
<input type="checkbox"/>	Other documents – please state 其他資料 – 請提供

If you have any queries, please contact us. 如有查詢，請聯絡我們。

TEL 電話號碼 852-2290 9934	TEL 電話號碼 852-2290 9935	EMAIL 電郵 <a href="mailto:Glclaims.hk@howdengroup.com">Glclaims.hk@howdengroup.com</a>
---------------------------	---------------------------	--

The Chinese translation thereof is for reference only and the English version shall always prevail in case of any inconsistency between the English version and the Chinese translation thereof.

中文譯本僅供參考，若中文譯本與英文版本尚有任何抵觸，一切內容概以英文版本為準。