



# 新鴻基地產保險有限公司

## Sun Hung Kai Properties Insurance Limited

新鴻基地產集團成員  
Member of Sun Hung Kai Properties Group

### FIRE INSURANCE CLAIM FORM 火險賠償申請表格

#### 甲項 投保人資料

##### SECTION A INSURED'S INFORMATION

(一) 姓名			For Office Use Only 公司專用
(1) Name:			
(二) 聯絡地址			
(2) Correspondence Address:			
(三) 住宅電話	手機或傳呼號碼	Remarks :	
(3) Home Tel.	Mobile/Pager No.		
辦事處電話	傳真號碼		
Office Tel.	Fax No.		
電子郵件			
E-mail Address			
(四) 保單號碼			
(4) Policy No.:			

#### 乙項 索償資料

##### SECTION B CLAIM INFORMATION

(一) 意外或損失發生日期	時間	地點
(1) Date of accident or loss	Time	Place

- (二) 請詳述意外或損失發生的情形  
(2) State the circumstances of the loss or damage with full particulars

(三) 曾否通知警察或消防署?	是 Yes	<input type="checkbox"/>
(3) Have the Police Authorities / Fire Service Department been informed?	否 No	<input type="checkbox"/>

警署 報案日期 警方檔案號碼  
Police Station Reported Date Police Report No.

(四) 要求賠償數目 (詳情請閱前頁)	港幣
(4) Amount claimed (for details see overleaf)	HKD

(五) 索償者是否財物之唯一主人?	是 Yes	<input type="checkbox"/>
(5) Is the Claimant the sole owner of the property lost or damaged?	否 No	<input type="checkbox"/>
(六) 是否有其他保險保障該財物? 若有, 請詳述承保公司, 保額及保險種類	是 Yes	<input type="checkbox"/>
(6) Are there any other insurances upon the same property? If yes, please give full particulars.	否 No	<input type="checkbox"/>



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(七) 以前曾否遭遇同樣性質的損失？若有，請詳述之

是 Yes

☐  
☐

(7) Has the claimant sustained other losses of the same nature? If yes, please give full particulars.

否 No

### 聲明及授權書 DECLARATION AND AUTHORIZATION

本人/吾等聲明上述資料完整及正確無訛。本人/吾等並無隱瞞任何重要資料。本人/吾等明白保險公司可要求更多資料。

I / We declare that the above information is true and complete to the best of my / our knowledge and belief and I / we have not withheld any material information connected with this claim. I / We understand that the Company can request for more information.

本人/吾等現授權任何機構可將本人/吾等之意外報告等資料給予新鴻基地產保險有限公司或其代表以作為評估現有個案之用途。此授權書之副本與正本同等有效。

I / We hereby authorize any authorities or organization that has any records or knowledge of me / us or my / our accident to furnish to Sun Hung Kai Properties Insurance Limited or its authorized representative, any and all information with respect to my / our report of accident for the purpose of assessment of my / our present case. A photostat copy of this authorization shall be considered as effective and valid as the original.

投保人簽署(並蓋章，如適用)

Signature of Insured \_\_\_\_\_

(With company stamp if appropriate)

日期

Date : \_\_\_\_\_



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## 索償程序

請依照以下索償程序，否則將會影響閣下的索償

### 有關火險保單受保之財物損失

1. 在事件發生後，儘速以電話，傳真或電子郵件通知新鴻基地產保險有限公司(本公司)。
2. 在事件發生後，應採取一切必要的措施減低財物損失。
3. 填報索償申請書，提交相片，索償清單及一切有關損失財物的證明文件。
4. 請與本公司所委托的理算師合作，並儘快提供有關要求資料而令到本公司能早日處理閣下索償。

## Claims Procedures

Failure to comply with the following requirements could prejudice your claim:-

### In respect of loss of or damage to the properties covered by the policy.

1. Report the incident immediately to Sun Hung Kai Properties Insurance Limited (the Company) by telephone, facsimile or e-mail.
2. Do whatever is necessary to prevent further property damage.
3. Submit completed claim form, photographs, claim list and all other necessary documentation in respect of the damaged property as soon as possible.
4. If a loss adjuster is appointed to handle the claim, please render your cooperation to him. To enable the Company to promptly deal with the claim, you are requested to supply the information requested by the loss adjuster without delay.



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新鴻基地產保險有限公司(本公司)  
就個人資料(私隱)條例  
致客戶有關個人資料的通告

關於投保人在本公司所出具之保單，本公司謹此通知投保人所提供的或將提供的個人資料將作以下用途：

- (甲) 本公司的日常運作及提供保險，財務及其他服務；
- (乙) 處理保單之發出及續期申請；
- (丙) 提供保險及其他財務之銷後服務；
- (丁) 處理、分析及調查任何保單之賠償；
- (戊) 設計及推廣本公司的產品及服務；及
- (己) 方便本公司與投保人通訊。

投保人保單內提供之個人資料，包括受保人之個人資料在內，無論是投保人提供或本公司從其他途徑搜集，一切將受最嚴謹保護，但可向以下人士披露：

- (甲) 本公司僱員，經紀及中介人；
- (乙) 任何本公司之聯營及有關之公司，及任何經營業務之公司；
- (丙) 任何本公司之賠償調查公司，法律顧問，會計師及其他服務提供者；
- (丁) 任何保險業公會，協會或保險工業組織；及
- (戊) 根據對本公司有約束性之法例，有權索取此等資料之執法機關。

根據及按照上述條例之規定，投保人有權要求查閱本公司所保存有關投保人之個人資料，並要求將之改正。本公司處理此等要求時將收取合理之費用。有關之要求可於七天前以書面提出並寄交：

香港灣仔港灣道30號  
新鴻基中心2305-16室  
新鴻基地產保險有限公司  
保障資料私隱主任

**\* 中文譯本僅供參考，如釋義有差異，概以英文本為準。**

Sun Hung Kai Properties Insurance Limited (the "Company")  
Circular to Customers relating to the Personal Data (Privacy) Ordinance  
Use of Personal Data

We hereby give you notice that the personal data supplied or to be supplied by you to us in connection with this Policy will be used for:-

- (a) our daily operation, and for our provision of insurance, financial or other services;
- (b) processing applications for the issue of insurance policies and their renewal;
- (c) providing subsequent services for any insurance policies and other financial products or services;
- (d) processing, analyzing and investigating any claim under any insurance policy;
- (e) designing and marketing to you or otherwise our products and services; and
- (f) facilitating communication between you and us.

The personal data in respect of you and the Insured Person(s), whether supplied by you or collected by us through other means, will be treated with the strictest level of confidence but may be disclosed to:

- (a) our employees, agents and intermediaries;
- (b) any of our associated, holding, subsidiary or related companies, and any other companies carrying on insurance or reinsurance business;
- (c) any of our claims investigation companies, legal advisors, accountants or other service providers;
- (d) any association, federation or other organization of the insurance industry; and
- (e) any law enforcement agencies under any law binding on us.

Pursuant to the Personal Data (Privacy) Ordinance, you and the Insured Person(s) are entitled to have access to your or the relevant Insured Person's own personal data which are held by us and/or to correct such data on payment of a reasonable fee to cover our administrative charges and expenses. Such request should be made in writing with 7-days advance notice to:

Data Privacy Compliance Officer,  
Sun Hung Kai Properties Insurance Limited,  
2305-16, Sun Hung Kai Centre,  
30 Harbour Road,  
Wanchai,  
Hong Kong.

Thank you for your attention.



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損 失 列 表				
SCHEDULED OF LOSS				
損 失 或 毀 滅 財 物 種 類 Description of Property damaged or destroyed	購 置 日 期 Date Acquired	原 價 Original Cost	重 置 價 值 Replacement Cost	索 償 數 目 (港 幣) Amount Claimed (HKD)
索 償 總 額 TOTAL AMOUNT CLAIMED				

N.B. When a Building is the subject of a claim, a detailed estimate must accompany this Form, and the insured will please state whether he / she holds the Property as lessee, Lessor, Mortgagor or Mortgagee.  
對於房屋請求賠償時，應開詳細承攬合同，附貼本單，並請聲明保戶是否為該屋之租戶／出租人／抵押權人或抵押人

2305-16, Sun Hung Kai Centre, 30 Harbour Road, Hong Kong. Tel.: (852) 2827 8111 Fax: (852) 28270622  
Web Site: [www.shkpi.com.hk](http://www.shkpi.com.hk) E-Mail: [shkpi@shkp.com](mailto:shkpi@shkp.com)  
香港灣道30號新鴻基中心2305-16室