

## Commercial / Business Claim Report 損失事故報告書

Please return to:  
請寄回至

Claim No: (Office Use Only)  
賠償檔案號碼 (本公司專用)

Please answer all relevant questions fully and return this form within seven days. 請詳盡回答全部有關問題，並於七天內寄回

INSURED 投保人	
<b>Policy No:</b> 保險單號碼	<input style="width: 95%;" type="text"/>
<b>Full Name</b> 姓名	<input style="width: 60%;" type="text"/>
<b>Date of Birth</b> 出生日期	<input style="width: 30%;" type="text"/>
<b>Address</b> 地址	<input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/>
	<b>Postcode</b> 郵政號碼 <input style="width: 15%;" type="text"/> - <input style="width: 15%;" type="text"/>
<b>Business or Occupations</b> 行業或職業	<input style="width: 95%;" type="text"/>
<b>Work Telephone. No</b> 工作電話號碼	<input style="width: 15%;" type="text"/> - <input style="width: 15%;" type="text"/>
<b>Residence Telephone. No</b> 住宅電話號碼	<input style="width: 15%;" type="text"/> - <input style="width: 15%;" type="text"/>
DETAILS OF LOSS 損失詳情	
<b>Date of Loss</b> 損失日期	<input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/>
<b>Time of Loss</b> 損失時間	<input style="width: 15%;" type="text"/> am / pm 上午 / 下午
<b>Place where loss occurred</b> 損失地點	<input style="width: 95%;" type="text"/>
<b>Describe fully how loss or damage occurred</b> (If a sketch of damage is appropriate, please use space below) 詳述損失發生經過 (如需另畫草圖請用下面位置)	<input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/>
<b>Have you ever suffered similar loss or damage?</b> if Yes, please provide details 過去有無類似損失情況發生, 如"是"請提供詳情	Yes 是 <input type="checkbox"/> No 否 <input type="checkbox"/>
<input style="width: 95%;" type="text"/>	
Sketch Plan / List of items Stolen or Damage / Additional Information. 草圖 / 列舉被盜所致遺失或損壞的項目 / 附加情況	
<input style="width: 95%;" type="text"/>	

**ADDITIONAL INFORMATION IF CLAIM IS DUE TO LOSS OR THEFT** 如索賠是由於遺失或盜竊所導致請提供下列附加資料**When and where was property last seen ?** 最後看見失物的時間及地點?**In whose custody was the property at the time of loss ?** 在損失發生時, 該物由誰保管?**When and by whom was the loss discovered ?** 何人及何時發現損失?**At which Police Station the loss was reported and when ?** 何時及向那一警署報案?**Name of Police Station**  
警局名稱**Tel No**  
電話

-

**Date**  
日期**Police Station Address**  
警局地址**Has the Police made any arrest ?** 警方有否進行逮捕?**Please give crime reference No.** 請提供罪案編號**Have the Police made any recovery ?** 警方有否尋獲失物?**Has any other action been taken to trace the property ?** 有否採取其他行動追索失物?**What damage was caused to the premises ?** 房屋有否遭受損毀?**If no damage to the premises what evidence is there of theft ?** 房屋如無損毀, 有何失竊證明?**PREMISES INVOLVED** 涉及的房屋**Type of premises involved** (e.g. house, shop, office, outbuilding, etc.)  
涉及房屋的類型 (如住宅, 店舖, 辦公室及屋外建築物)**Were the premises occupied at the time ?** if not, when were they last occupied  
在發生損失時, 該物房屋是否有人使用? 若否, 最後有人使用的時間Yes 是  No 否 **Are you the sole occupier of the premises ?** if not, who are the other occupiers  
你是否唯一的使用者。若否, 其他使用者是誰?Yes 是  No 否 **Are you** (a) **the owner of the premises ?** Yes 是  No 否   
你是否 是房屋的所有人(b) **responsible for repairs ?** Yes 是  No 否   
負責修理**When were the premises last decorated**  
房屋最後裝修的日期**V.A.T. STATUS** V.A.T. 情況**Are you registered for V.A.T. ?** Yes 是  No 否   
你是否登記為VAT付稅人**Registered Number**  
登記號碼

## PRIVACY AND YOUR PERSONAL INFORMATION

### 1. Personal Data Obtained and Collected

For the purposes set out in this notice, information including personal information detailed below relating to you ("Personal Data") will be collected and processed by China Taiping Insurance (UK) Co Limited and/or on its behalf by its third party service providers.

#### Personal Data

Including but not limited to: Your name, address, civil status, occupation, date of birth, contact details, credit history, criminal convictions, CCJs, details of previous bankruptcy(ies) or insolvency(ies), previous insurance claims details, bank details, current and previous employment details (including directorships), ELTO reference, health details including medical reports, our medical claims history and details of physical and psychological health or medical conditions.  
Each time you visit our website, we may automatically collect Technical information including IP address.

The controller of this Personal Data is China Taiping Insurance (UK) Co Limited of 2 Finch Lane, London, EC3V 3NA ("China Taiping Insurance", "CTI", "we" and "us"). If you have any query, please contact [compliance@uk.cntaiping.com](mailto:compliance@uk.cntaiping.com).

We process your Personal Data in accordance with this Privacy Policy also available on <http://uk.cntaiping.com/uk-privacy/> and a copy of which can be provided to you on request.

### 2. How and Why We Process Your Personal Data

The following tables detail how ("Legal Basis") and why ("Purposes") we process your Personal Data. These tables also detail the third party service providers with whom we share your Personal Data ("Recipients") and the period that your Personal Data will be stored ("Retention"). **We encourage you to read this section.**

Legal basis for processing	
<b>Purposes</b>	<p>We obtain, collect and process your Personal Data to perform your contact and in particular:</p> <ul style="list-style-type: none"> <li>• Check if you are eligible to be insured under the product chosen</li> <li>• Consider acceptability of the risk you present to us</li> <li>• Underwrite and assess the risk in order to offer you a quotation</li> <li>• Process your premium payment</li> <li>• Evaluate the risk presented through surveys where relevant</li> <li>• Process your claims and/or third parties claims under your policy</li> <li>• Investigate claims directly or, where relevant, through appointed loss adjusters or forensic engineers</li> <li>• Regulatory reporting and legal obligations</li> <li>• To notify you about changes to the product chosen</li> <li>• To redistribute risk by means of reinsurance and co-insurance</li> <li>• For automated decision making (including profiling) where we need to process your Personal Data you provide us with in order to underwrite your insurance and/or process your claim.</li> </ul>
<b>Legal Basis</b>	<p>It is necessary to process this Personal Data in order to:</p> <ul style="list-style-type: none"> <li>• Enter and perform our insurance contract with you as well as to allow us to process a claim accordingly</li> <li>• Compliance with a legal obligation to which you are subject</li> <li>• Where the processing of your personal data is necessary for the public interest or in the exercise of official authority of us</li> </ul>
<b>Recipients</b>	<p>Personal Data will be disclosed for these purposes to our third-party service providers or regulators. These Recipients may include:</p> <ul style="list-style-type: none"> <li>• Credit check companies</li> <li>• Surveyors</li> <li>• Solicitors</li> <li>• Loss Adjusters and/ or Forensic Engineers</li> <li>• Fire brigade Authority or Police</li> <li>• Claims handling companies</li> <li>• Insurance intermediaries/brokers</li> <li>• Banks</li> <li>• Reinsurers and other insurance companies</li> <li>• Fraud, Money Laundering and Terrorist Financing prevention and detection</li> <li>• CUE (Claims Exchange Underwriting)</li> <li>• Regulatory and Government Bodies (ELTO, HMT, MID, FCA, PRA, Ombudsman etc.)</li> <li>• Approved repairers and garages</li> </ul>
<b>Retention</b>	<p>We will retain your Personal Data for as long as your insurance policy is valid with us and for 15 years after.</p>
<b>IMPORTANT</b>	<ul style="list-style-type: none"> <li>• We may for some of our products carry out automated decision making (including profiling) to process your personal data in order to underwrite and price your insurance online and/or process your claim. We take care to ensure our profiling is fair, transparent and limited in purpose.</li> <li>• In the event that you do not wish to provide us with your Personal Data for all of the above Purposes, we will not be able to process your application and/or offer you an insurance policy.</li> <li>• If at any point in the future we need to amend this policy, every effort will be made to make you aware and our website will always have the latest version.</li> </ul>

### 3. Cross-Border Transfers of Your Personal Data

We, and certain Recipients (our third party service providers) who process your Personal Data on our behalf may transfer your Personal Data outside the [Europe an Economic Area ("EEA")] to a country that does not provide an adequate level of protection to your Personal Data. Where such transfers occur, we ensure that: a) they do not occur without our prior written authority; and b) that an appropriate transfer agreement is put in place to protect your Personal Data. If you would like to find out more about any such transfers, please contact our Compliance officer.

#### 4. Your Acknowledgment of this Notice and Your Rights

You have rights which allow you to address any concerns or queries with us regarding our processing of your Personal Data:

<b>Right to Object to Processing</b>	In certain circumstances, you have a right to object to our processing of your Personal Data where we process it on the legal basis of: a) our legitimate business interest, including profiling based on our legitimate business interests; or b) your consent to marketing. We may not be able to comply with such a request where we can demonstrate that there are compelling legitimate grounds for us to process your Personal Data which override your interests, rights and freedoms or where the processing of your Personal Data is required for compliance with a legal obligation or in connection with legal proceedings.
<b>Right to Withdraw Consent</b>	You have a right to withdraw your consent, at any time, to our processing of your Personal Data which is based on your consent. Where you exercise this right, our processing of your Personal Data prior to your withdrawal of consent will remain valid.
<b>Right of Access</b>	You have the right to access and obtain a copy of the Personal Data that we hold about you. We will only charge you for making such an access request where we feel your request is unjustified or excessive.
<b>Right to Rectification</b>	You have the right to request that we correct any inaccuracies in the Personal Data stored about you.
<b>Right to Erasure</b>	In certain circumstances, you have the right to request that we erase your Personal Data. For example, you may exercise this right in the following circumstances: <ul style="list-style-type: none"><li>• your Personal Data are no longer necessary in relation to the purposes for which they were collected or otherwise processed by us;</li><li>• where you withdraw consent and no other legal ground permits the processing;</li><li>• where you object to the processing and there are no overriding legitimate grounds for the processing;</li><li>• your Personal Data have been unlawfully processed; or</li><li>• your Personal Data must be erased for compliance with a legal obligation.</li></ul> Where we store your Personal Data for statistical purposes, we may not be able to comply with such a request where it would likely impair such statistical purposes or where we require your Personal Data for compliance with a legal obligation or in connection with legal proceedings.
<b>Right to Restriction</b>	You have the right to restrict our processing of your Personal Data where any of the following circumstances apply: <ul style="list-style-type: none"><li>• where you feel that the Personal Data which we hold about you are not accurate. This restriction will be in place for a period to enable us to verify the accuracy of your Personal Data;</li><li>• where the processing is unlawful and you do not want your Personal Data be erased and request the restriction of its use instead;</li><li>• where we no longer need to process your Personal Data (e.g. any of the Purposes outlined above have been completed or expire), but we require it in connection with legal proceedings;</li><li>• where you have objected to our processing of your Personal Data pending the verification of whether or not our legitimate business interests override your interests, rights and freedoms.</li></ul> Where you exercise your right to restrict our processing of your Personal Data, we will only continue to process it with your consent or in connection with legal proceedings or for the protection of the rights of other people or for reasons of important public interest.
<b>Right to Data Portability</b>	You have a right to receive and transfer the Personal Data that you provide to us in a structured, commonly used and machine readable format where we process your Personal Data on the legal basis of: a) your consent; or b) where it is necessary to perform our contract with you. Where you make such a request, we will directly transfer your Personal Data on your behalf to another controller of your choice (where it is feasible for us to do so).
<b>Right to Object to Automated Decision-Making, including profiling</b>	You have a right not to be subjected to decisions based solely on automated decision-making, including profiling, which produce legal effects concerning you or similarly significantly affects you. We may not be able to comply with such a request where we rely on the legal basis of: a) your explicit consent; or b) where it is necessary to enter and perform our contract with you (as detailed in section 2 above). You will however be entitled to have a person from our company review the decision so that you can query it and set out your point of view and circumstances to us.

If you would like to exercise any of your rights detailed above, please contact [compliance@uk.cntaiping.com](mailto:compliance@uk.cntaiping.com).

You may raise any concerns about China Taiping Insurance's processing of your Personal Data with the Information Commissioner Office on <https://ico.org.uk/>.

#### 5. Changes to this Notice

We may amend this notice on occasion, in whole or part, at our sole discretion. Any changes to this notice will be effective immediately upon sending the revised notice to you by e-mail or post.

If at any time we decide to use your Personal Data in a manner significantly different from that stated in this notice, or otherwise disclosed to you at the time it was collected, we will notify you by e-mail or post and you will have a choice as to whether or not we use your information in the new manner.

If you have questions or concerns about this notice, please contact [compliance@uk.cntaiping.com](mailto:compliance@uk.cntaiping.com)

## DECLARATION 聲明

I/We hereby declare that to the best of my knowledge and belief these particulars are true and complete. I/We understand that you may ask for information from other insurers to check the answers I/We have provided.

本人/我們謹此聲明以上所述是我/我們所知道的全部情況並確實無訛。本人/我們深知本報告書的資料將會跟其他保險公司覆核。

Signature  
簽署

Date  
日期

Members of the Association of British Insurers  
Authorised by the Prudential Regulation Authority and Regulated by the Financial Conduct Authority & the Prudential Regulation Authority

2 Finch Lane, London EC3V 3NA. Tel: 020-7839 1888 Fax: 020-7621 1202  
Registered in England & Wales No. 1766035