

Personal Property Claim Report

私人財物索賠報告

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

Policy No:

保險單號碼

Full Name

姓名

Date of Birth

出生日期

Occupation

職業

Insured Address

住宅地址

Post Code

郵政號碼

Telephone Number

電話號碼

Correspondence Address

辦事處地址

Post Code

郵政號碼

Telephone Number

電話號碼

THE EVENT 意外事故

Date

日期

Time

時間

am / pm

上午 / 下午

Place where loss occurred

地點

When & by whom discovered

何時發生及被誰發現

Please state fully what happened

請詳述事故發生經過

If known please state name and address of person causing loss or damage 如知悉，請提供造成損失者之姓名及地址

Name

姓名

Address

地址

If you are claiming for lost or stolen articles, police must be advised promptly. They must also be advised in the case of malicious damage. Please state date police were advised and name and address of station.

如因財物被竊、遺失或遭到惡意破壞而提出索賠必須盡速報警，並列明報案日期，警署名稱及地址

Name of Station

警署名稱

Address of Police Station

警署地址

Officer's Number

警官編號

Date

日期

Have you previously made a claim of this nature upon any company or underwriter?

你以往曾否向別家保險公司作出類似的索賠？

Yes 是 No 否

If "Yes", please give details

如“是”，請提供詳情

BUILDINGS - DETAILS OF CLAIM 房屋索賠情

Loss or damage details 請述損毀情況	Approx. age of property referred to in previous column 左面一欄的財物估計建造年份	If decorations damaged, state when last decorated (each room or part damaged) 如裝修遭受毀壞請說明最後裝修日期(每一房間或是部份損壞)	Amount of tradesmen's estimate. Please attach estimate. 裝修估價請附估價單	Amount claimed 索賠金額
			£	£
			£	£
			£	£
			£	£

Please complete relevant sections 請填上有關的項目

Are you the sole owner? 你是否物業唯一的擁有人?。 Yes 是 No 否

If "NO", please give name and address of owner or any other party having an interest in the property e.g. Building Society or Bank (如“否”請列出其他所有人或對房屋有權益者的姓名及地址。例如房屋協會、銀行等)

Was the house fully furnished for habitation? 屋內是否備有適宜居住的完善傢具? Yes 是 No 否

Is it used solely as a private dwelling? 是否只用作私人住宅用途? Yes 是 No 否

If a tenant, are you legally liable under an agreement for decorations or other repairs to the building? Yes 是 No 否

如果是租客，根據契約你是否在法律對該房屋裝修或維修負責?

If "YES". Please forward the agreement for perusal 如“是”，請出示該契約

Are there any other insurances on the building? Yes 是 No 否

是否有其他承保該房屋的保險?

If "YES", please give details including name, address and policy number of any other insurers, if known 如“是”，請提供詳情，包括保險公司名稱、地址和保險單號碼

Insurer 保險公司名稱

Address 地址

Policy No. 保險單號碼 **State present value of building** £ 房屋現時之價值

CONTENTS - (Including articles specifically insured) 屋內財物 (包括特別聲明投保之物品)

State total value of the contents of your premises at the time of the loss

在發生事故時屋內財物總值是？

£

DETAILS OF CLAIM 索賠詳情

Description of articles 財物描述	From whom obtained (name and address) 由何處購買 (名稱及地址)	Date acquired 獲得日期	Original purchase price 購買原價	Cost to replace or repair 換新或修理估 價	Value of salvage 殘餘價值	Amount claimed 索賠金額
			£	£	£	£
			£	£	£	£
			£	£	£	£
			£	£	£	£
			£	£	£	£

Are you the sole owner of the articles? 你是否財物唯一的擁有人？

Yes 是 No 否

If "NO", please give name and address of the owner 如“否”請列物主的姓名及地址

Name
姓名Address
地址

Are you aware of any alternative insurance arrangements in respect of specific articles such as mobile telephones, television or audio and hi-fi equipment which might form a part of the claim now being made? If so, please provide details

閣下所損財物例如手提電話、電視或音響器材等，是否已有其他保險承保？如有請提供以下資料

Other Insurers Name
保險公司名稱Address
地址Policy No.
保險單號碼

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.

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	
Purposes	<p>We obtain, collect and process your Personal Data to perform your contact and in particular:</p> <ul style="list-style-type: none"> • Check if you are eligible to be insured under the product chosen • Consider acceptability of the risk you present to us • Underwrite and assess the risk in order to offer you a quotation • Process your premium payment • Evaluate the risk presented through surveys where relevant • Process your claims and/or third parties claims under your policy • Investigate claims directly or, where relevant, through appointed loss adjusters or forensic engineers • Regulatory reporting and legal obligations • To notify you about changes to the product chosen • To redistribute risk by means of reinsurance and co-insurance • 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.
Legal Basis	<p>It is necessary to process this Personal Data in order to:</p> <ul style="list-style-type: none"> • Enter and perform our insurance contract with you as well as to allow us to process a claim accordingly • Compliance with a legal obligation to which you are subject • Where the processing of your personal data is necessary for the public interest or in the exercise of official authority of us
Recipients	<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"> • Credit check companies • Surveyors • Solicitors • Loss Adjusters and/ or Forensic Engineers • Fire brigade Authority or Police • Claims handling companies • Insurance intermediaries/brokers • Banks • Reinsurers and other insurance companies • Fraud, Money Laundering and Terrorist Financing prevention and detection • CUE (Claims Exchange Underwriting) • Regulatory and Government Bodies (ELTO, HMT, MID, FCA, PRA, Ombudsman etc.) • Approved repairers and garages
Retention	<p>We will retain your Personal Data for as long as your insurance policy is valid with us and for 15 years after.</p>
IMPORTANT	<ul style="list-style-type: none"> • 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. • 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. • 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.

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:

Right to Object to Processing	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.
Right to Withdraw Consent	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.
Right of Access	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.
Right to Rectification	You have the right to request that we correct any inaccuracies in the Personal Data stored about you.
Right to Erasure	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">• your Personal Data are no longer necessary in relation to the purposes for which they were collected or otherwise processed by us;• where you withdraw consent and no other legal ground permits the processing;• where you object to the processing and there are no overriding legitimate grounds for the processing;• your Personal Data have been unlawfully processed; or• your Personal Data must be erased for compliance with a legal obligation. 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.
Right to Restriction	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">• 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;• where the processing is unlawful and you do not want your Personal Data be erased and request the restriction of its use instead;• 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;• 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. 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.
Right to Data Portability	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).
Right to Object to Automated Decision-Making, including profiling	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.

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

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