

Liability Claim Report

Please return to:

Claim No: (Office Use Only)

Please answer all relevant questions fully and return this form within seven days.

INSURED

Policy No:	<input style="width: 100%;" type="text"/>		
Full Name:	<input style="width: 40%;" type="text"/>	Date of Birth:	<input style="width: 20%;" type="text"/>
Address:	<input style="width: 100%;" type="text"/>		
	<input style="width: 100%;" type="text"/>		
	<input style="width: 50%;" type="text"/>	Postcode	<input style="width: 10%;" type="text"/> - <input style="width: 10%;" type="text"/>
Business or Occupation	<input style="width: 100%;" type="text"/>		
Business Telephone No.	<input style="width: 15%;" type="text"/> - <input style="width: 25%;" type="text"/>	Residence Telephone No.	<input style="width: 15%;" type="text"/> - <input style="width: 25%;" type="text"/>

THE EVENT

Date of Incident:	<input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/>	Time of Loss:	<input style="width: 20%;" type="text"/>	AM/PM
Exact place of accident giving rise to claim				
<input style="width: 100%;" type="text"/>				
When was the accident reported to you <input style="width: 40%;" type="text"/>				
Have you any other insurance in force which may cover this loss Yes <input type="checkbox"/> No <input type="checkbox"/>				
<small>If 'Yes' please give details below</small>				
<input style="width: 100%;" type="text"/>				
Policy No:	<input style="width: 30%;" type="text"/>	Insurer:	<input style="width: 60%;" type="text"/>	
Address:	<input style="width: 100%;" type="text"/>			
	<input style="width: 100%;" type="text"/>			

DETAILS OF CLAIM

Give details of any claim made upon you (enclose any correspondence that you may have received relating to the claim with this form)

DETAILS OF THE INCIDENT

Please describe the accident in details

Please give name and address of all witness to the accident

PRIVACY AND YOUR PERSONAL INFORMATION

China Taiping Insurance (UK) Co Ltd are the data controller (as defined by the UK Data Protection Act 2018 and all applicable laws which replace or amend it, including the General Data Protection Regulation) in respect of this contract of insurance. **We** may obtain, collect and process **your** personal information for the purposes of entering into and performing **our** insurance contract with **you**.

For full details of what data **we** collect about **you**, how **we** use it, who **we** share it with, how long **we** keep it and **your** rights relating to **your** personal data, please refer to **our** Privacy Notice which is available on our website at: <https://uk.cntaiping.com/uk-privacy/>

If **you** do not have access to the Internet, please write to **our** Data Protection Officer (at the address shown below) with **your** name and address and a copy will be sent to **you** in the post.

In summary, **we**, may, as part of our agreement with **you** under this contract, collect personal information about **you**, including:-

- Name, address, contact details, date of birth and cover required
- Financial information such as previous credit history, bank details
- Details of any previous insurance claims.
- Information for Employers' Liability Database records (if Employers' Liability insurance is included)

We may also collect sensitive personal information about **you**, and any additional people who **you** wish to be insured under the policy, including medical records to validate a claim should **you** be claiming for sickness or an accident.

We collect and process **your** personal information for the purpose of insurance and claims administration.

Telephone calls may be monitored and recorded and the recordings used for fraud prevention and detection, training and quality control purposes.

Your personal information may be shared with third parties which supply services to us or which process information on **our** behalf (for example, premium collection and claims validation, or for communication purposes related to **your** cover). **We** will ensure that they keep **your** information secure and do not use it for purposes other than those that **we** have specified in **our** Privacy Notice.

Some third parties that process **your** data on **our** behalf may do so outside of the European Economic Area ("EEA"). Where such transfers occur, **we** ensure that they do not occur without **our** prior written authority and that an appropriate transfer agreement is put in place to protect **your** personal information to an equivalent standard to that found in the EEA.

We will keep **your** personal information only for as long as **we** believe is necessary to fulfil the purposes for which the personal information was collected (including for the purpose of meeting any legal obligations).

We will share **your** information if **we** are required to by law. **We** may share **your** information with enforcement authorities if they ask us to, or with a third party in the context of actual or threatened legal proceedings, provided **we** can do so without breaching data protection laws.

If **you** have any concerns about how **your** personal data is being collected and processed, or wish to exercise any of **your** rights detailed in **our** Privacy Notice, please contact **our** Data Protection Officer at:-

China Taiping Insurance (UK) Co Limited;
2, Finch Lane, London EC3V 3NA
E-mail: dataprotectionofficer@uk.cntaiping.com
Tel: (0044) (0)20 7839 1888

DECLARATION

I/We hereby declare that to the best of my knowledge and belief these particulars are true and complete.

Date / /

Signature:

Position:

(If signed on behalf of a company)

Note: The Company does not admit any liability by the issue of this form

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