

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 房屋索賠詳情

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. **State present value of building** £
保險單號碼 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

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 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

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