



CLAIM FORM (GENERAL)

This Form is issued without prejudice to any of the Stipulations or Constitutions of the Company's Policy, and is not to be taken as an admission of liability on the part of the Company. This Form should be completed and returned within SEVEN days of its receipt by the insured. It is essential that each Question should be answered as fully accurately as possible.

PARTICULARS OF CLAIM

Name of Insured in full _____

Policy No. _____ Period _____

Address _____ Tel. No. _____

1. (a) State whether the Property was stolen, lost or damaged (b) If stolen, do your suspicions rest on anyone, and, if so, whom? (c) When and where was the Property last seen by you?	
2. On what date and time was the theft, loss or damage discovered and whom?	
3. State the circumstances under which the theft, loss or damage took place	
4. If access to the property lost is by forcible and violent means	
5. If the premises containing the property lost or its adjacent/adjoining building/units was undergoing renovation, decoration, maintenance works or the like	
6. Total value of all properties insured at time of accident.	
7. Are you the owner of the Property? If not, give name of owner. What is your interest in this property?	
8. If the claim is in respect of any article not separately mentioned, give the number of the policy item and the present value of all the Property to which that item applies	
9. If the Property was stolen, or lost give the date the Police were advised, and name of Station and the case number	
10. Are there other insurances on the same Property?	
11. Have you previously sustained any theft or loss of or damage to Property? Was a claim made upon any Company or Underwriters? If so, give name, date, nature of loss and amount paid	

I HEREBY WARRANT the truth of the foregoing statements.

Date _____

Authorized Signature

Full description of articles Lost stolen or damaged (please supply photo and invoice, if available)	From whom obtained (Name and Address)	Date purchased or acquired	Nett cost price	Deduction of age (use or wear & tear)	Sum claimed	REMARKS

亞洲保險有限公司
-收集個人資料聲明
ASIA INSURANCE
COMPANY
LIMITED -
PERSONAL
INFORMATION
COLLECTION
STATEMENT

亞洲保險有限公司（本公司）將所收集閣下的個人資料，可能用作下列的用途：

1. 處理及評估任何保險產品之申請，及有關服務之日常運作；
2. 管理閣下的保單及為閣下的保單提供相關服務；
3. 閣下保單索償的調查、分析、處理及賠償；
4. 行使有關保險單賦予的任何權利包括代位權，如適用；
5. 遵守及乎合任何法例及條例規定的要求、行業手則、指引，監管機構、相關行業認可機構、政府機構及法庭頒令的要求；
6. 為上述任何用途與閣下聯絡；
7. 與上述用途直接有關之其他附帶的目的。

閣下向本公司提供的資料可能會提供或轉送予下列各方在香港或海外單位作前段所述的用途：

- (a) 任何代理人、顧問、諮詢人、承辦商或提供行政、電訊、電腦、付賬、債務追討、保安、數據處理或儲存或有關服務的第三者服務供應人或任何其他從事與保險或再保險業務有關的公司，或中介人，或索償或調查或其他提供與保險業務有關的服務供應人，以達到任何上述或有關的用途；
- (b) 現存或不時成立的任何保險公司協會或聯會或類同組織（聯會），以達到任何上述或有關的用途，或以便聯會執行其監管職能，或其他基於保險業或任何聯會會員的利益而不時在合理要求下賦予聯會的職能；
- (c) 或透過聯會提供予任何聯會的會員，以達到任何上述或有關的用途；及
- (d) 監管機構；
- (e) 執業律師；
- (f) 認可核數師及
- (g) 亞洲保險有限公司已承諾將資料保密並純粹用作上述的用途。

如果閣下不同意本公司使用閣下的個人資料於上述用途上，本公司可能不能處理閣下之索償申請及為閣下提供服務。

閣下有權查明本公司就個人資料的政策和實務，並有權要求查閱及更正由本公司持有有關閣下的個人資料，並需支付行政費用。有關查閱或更正的要求，可致函香港德輔道中19號環球大廈16樓亞洲保險有限公司的個人資料保護主任提出。

Asia Insurance Company Limited ("the Company") may use the personal data the Company collect about you for the following purposes:

1. processing and assessing of applications for any insurance products and daily operation of the related services;
2. administering your insurance policy and providing services in relation to your insurance policy;
3. investigating, analyzing, processing and paying claims made under your insurance policy;
4. exercising any right under the insurance policy including right of subrogation, if applicable;
5. complying with the requirements under any law and regulation, industry codes, guidelines, requests from regulators, industry bodies, government agencies and court order.
6. contacting you for any of the above purposes;
7. other ancillary purposes which are directly related to the above purposes;

The information you provide to the Company may be provided or transferred to the following parties in Hong Kong or overseas for the purposes set out in the above paragraph:

- (a) any agent, advisor, contractor or third party service provider who provides administrative, telecommunications, computer, payment, debt collection, security, data processing or storage or related services or any other company carrying on insurance or reinsurance related business, or an intermediary, or a claim or investigation or other service provider providing services relevant to insurance business, for any of the above or related purposes;
- (b) any association, federation or similar organization of insurance companies ("Federation") that exists or is formed from time to time for any of the above or related purposes or to enable the Federation to carry out its regulatory functions or such other functions that may be assigned to the Federation from time to time and are reasonably required in the interest of the insurance industry or any member(s) of the Federation;
- (c) any members of the Federation by the Federation for any of the above or related purposes;
- (d) regulators;
- (e) lawyers;
- (f) auditors; and
- (g) other insurance companies within the Asia Insurance Company Limited which have undertaken to keep such information confidential and solely for the purposes set out in the above paragraph.

If you do not agree to the use of your personal data for above purposes, it would not be possible for the Company to process your application and render the services.

You have the right to ascertain the Company policies and practices in relation to personal data, obtain access to and to request correction of any personal information concerning yourself held by the Company subject to payment of an administrative fee. Requests for such access or correction can be made in writing to the Personal Data Protection Officer, Asia Insurance Company Limited, 16/F, Worldwide House, 19 Des Voeux Road Central, Hong Kong SAR.