



MSIG Insurance (Hong Kong) Limited

9/F Cityplaza One 1111 King's Road

Taikoo Shing Hong Kong

G.P.O. Box 783 Hong Kong

Tel : (852) 2894 0555

Fax : (852) 2895 2096

Website : www.msig.com.hk



PROPERTY CLAIM FORM 物業索償表格

It is important that a complete answer be given to every question. If insufficient space is provided for your answers, please continue on a separate sheet.

請回答所有問題，若需要，請加附件裨能完成各項。

Insured or Policyholder 保戶或保單持有人資料

Policy Number 保單號碼 _____

Name of Insured 保戶姓名 _____

Contact Person 聯絡人 _____ Contact Tel No. (day time) 日間聯絡電話 _____

Correspondence Address 通訊地址 _____

IMPORTANT NOTE - 重要事項

To facilitate consideration of your claim, please ensure you have submitted the required basic supporting documents:

請確定閣下於呈交索償表時，一併提交索償所需的基本證明文件，以便本公司辦理閣下的索償事宜：

Please mark where applicable 請加 確定附上證明文件

Check List 附件備忘

Supporting documents 證明文件:

- | | |
|---|------------------------------|
| (1) Photographs showing the extent of damage 照片可引証有關損毀程度; | 1. <input type="checkbox"/> |
| (2) For the damage to insured property claim 適用於一般損毀索償: | 2. <input type="checkbox"/> |
| 2.1 Repair quotation for the damage 修理費用之估價單; | 2.1 <input type="checkbox"/> |
| 2.2 Repair invoice for the damage 修理費用之發票; | 2.2 <input type="checkbox"/> |
| (3) For the loss of insured property 適用於一般遺失財物索償: | 3. <input type="checkbox"/> |
| 3.1 Replacement quotation for loss of any insured property 代替品之估價單; | 3.1 <input type="checkbox"/> |
| 3.2 Replacement invoice for loss of any insured property 代替品之發票; | 3.2 <input type="checkbox"/> |
| 3.3 A copy of police report 警署報案記錄. | 3.3 <input type="checkbox"/> |

In case of necessity, this Company shall ask for more specific documents for consideration as to conclusion of this claim within a reasonable time subject to the terms and conditions of the relative Policy.

根據有關保單條款，本公司有權要求索償人提供進一步之文件及有關資料，裨能從速辦理為荷。

Any questions, please contact :
如有疑問請聯絡本公司

at telephone number 2894
電話號碼

Circumstances of loss or damage 有關遺失或損毀詳情

Date and Time of loss or damage 遺失或損毀日期及時間 _____

Place where the event occurred 事發地點 _____

When and by whom discovered 何時及由誰人發現 _____

If known, state name and address of person causing the loss or damage

若知道由誰人引致是項遺失或損毀，請列明其姓名及地址 _____

Nature of loss or damage 遺失或損毀性質 _____

State fully what happened including the cause of loss or damage 有關詳情包括遺失或損毀原因 _____

Police 報案記錄

Were particulars taken by or reported to the police? 有否通知警方

YES 有 / NO 否 *

If YES, 若有 請註明警署名稱 (a) give name of Police Station _____

及附上有關證明 (b) attach a copy of their report _____

警署檔案編號 (c) Police Report No. _____

N.B. The Police must be informed immediately if the property has been lost, stolen or maliciously damaged
備註：若財物遺失、被竊或遭人為破壞，請立刻報警。

DETAILS OF PROPERTY LOST OR DAMAGED 遺失或損毀項目詳情

Describe the property lost or damaged and the extent of the damage 請列明有關遺失或損毀程度	Date acquired 購入日期	Purchase Cost 買入價	Claim amount 索償淨值

Do you own the property? 該財物是否屬於索償人？

YES 有 / NO 否 *

If No, give name and address of the owner 若不，請提供物主姓名及地址 _____

Is the property subject to a hire purchase or loan agreement? 該財物是否在由分期付款或貸款合約下購入？ YES 有 / NO 否 *

If YES, give name of the finance or lending company, their address and agreement number

若是，請提供有關財務或貸款公司名稱、地址及合約號碼 _____

Was the property on loan or hire to another party? 該財物曾否按摺或租用給其他人仕？

YES 有 / NO 否 *

If YES, give name and address of party 若是，請提供有關人仕名稱及地址 _____

Is any other party interested in the property? 是否有其他人仕擁有該財物同樣權利？

YES 有 / NO 否 *

If YES, give name of the party and extent of interest 若是，請提供有關人仕名稱及該擁有權的範圍 _____

Are you responsible by agreement for the property? 有否因合約而須承擔該財物之責任？

YES 有 / NO 否 *

If YES, please forward a copy of the agreement. 若有，請提供該合約副本以茲證明。

GENERAL QUESTIONS 一般事項

Is there any other insurance on the property?

該財物有否受保於其他保單之內？

YES 有 / NO 否 *

Is YES, give details (including name of Insurance Company and Policy Number)

若有，請提供有關保險資料（如保險公司名稱及保單號碼等）

Have you ever made a claim of this nature on any insurer or underwriter?

曾否因該財物向任何保險公司或承保人索償？

YES 有 / NO 否 *

Is YES, give details

若有，請提供有關保險資料

Additional questions if the premises are occupied for residential purpose: 如果受保物業用作住宅，請提供以下資料：

Are you the owner of the Insured premises?

閣下是否該受保物業的業主？

YES 是 / NO 否 *

Are you the occupier of the Insured premises?

閣下是否居住於該受保物業？

YES 是 / NO 否 *

Were the premises occupied at the time of the loss?

在事發時，住宅是否有人居住？

YES 有 / NO 否 *

If NO, give date and time they were last occupied?

若沒有，請提供最後有人居住的日期及時間？

Age of the building?

該受保物業的樓齡？

Additional questions if you have decorated and / or renovated the premises: 如閣下曾裝修受保住宅，請提供以下資料：

When was it decorated and/or renovated?

在何時裝修？

Which part(s) was/were decorated and/or renovated: floor wall ceiling kitchen bath room

曾作裝修的位置：

地板

牆

天花

廚房

浴室

others

其它

(please specify)

Please provide a copy of the decoration and / or renovation invoice. 請提供該裝修單據。

Additional information if the claimant is not the Insured: 如索償人不是保戶，請提供以下資料：

Name of claimant:

索償人姓名：

Relationship with the Insured

與保戶之關係

Contact telephone number (daytime)

日間聯絡電話

*DELETE AS REQUIRED

(請刪改不適用事項)

DECLARATION & AUTHORIZATION 聲明及授權

1. I/We declare that the above information is in all respect true and complete to the best of my/our knowledge and belief; 我/我們就此作出聲明，以上所述事項均根據我/我們所知及所信的情況下提供，並且為正確及並無遺漏。
2. It is agreed that upon request by MSIG Insurance (Hong Kong) Limited. I/We shall make a statutory declaration to re-affirm the genuineness of all the information contained in this claim form; and 若 MSIG Insurance (Hong Kong) Limited 提出有關要求，我/我們將同意作出重申本索償申表內資料均屬真確的法定聲明；及
3. I, the undersigned claimant, hereby authorize any party concerned to disclose to MSIG Insurance (Hong Kong) Limited or its representative any and all information with respect to my claimed loss/damage a photostat copy of this authorization shall be as effective and valid as the original. 本人為下方簽署之索償人。本人現授權有關人士向 MSIG Insurance (Hong Kong) Limited 或其代表提供任何一切有關本人於上述索償項目中申報的財物損失的資料記錄。本授權書的法律效力等同正本。

Signature of Insured 保戶簽署

I.D. Card No. 身份証號碼

Date 日期

Signature of Claimant 索償人簽署

I.D. Card No. 身份証號碼

Date 日期