



MSIG Insurance (Hong Kong) Limited
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Taikoo Shing Hong Kong
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Macau Branch
Avenida Da Praia Grande No. 693
Edif Tai Wah, 13th Andar A & B, Macau
Tel : (853) 2892 3329
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Property Claim Form 物業索償表格

(Please complete in BLOCK letters)	(請以正楷填寫)
Procedures and Notes: 1. Please submit the Claim Form to us within 30 days from the date of accident/ discovery. 2. Please submit a completed Claim Form, together with original copies of all relevant documents to: MSIG Insurance (Hong Kong) Limited Claims Division 9/ F Cityplaza One 1111 King's Road Taikoo Shing Hong Kong	程序及備註: 1. 請將索償表格於事發/發現後之 30 天內呈交本公司。 2. 請將填妥之索償表格連同有關證明文件之正本寄回： MSIG Insurance (Hong Kong) Limited 理賠部 香港太古城 英皇道 1111 號 太古城中心一期 9 樓
3. Incomplete Claim Form cannot be accepted for processing of payment. 4. Further information may be needed. 5. It is important that a complete answer be given to every questions. If insufficient space is provided for your answers, please continue on a separate sheet. 6. For inquiry, please call our Customer Service Hotline at 3122 6922.	3. 未經填妥之索償表格，將不獲接受索償處理。 4. 稍後可能需要提供進一步資料。 5. 請回答所有問題，若需要，請另附紙張繼續填寫。 6. 如有任何查詢，請致電我們的客戶服務熱線 3122 6922。

Insured's or Policyholder's Information 受保人或保單持有人資料			
Name of Insured 受保人姓名		Policy No. 保單號碼	
Correspondence Address 通訊地址			
Contact Person 聯絡人		Daytime Contact No. 日間聯絡電話號碼	
Additional information if the claimant is not the Insured: 如索償人並非受保人，請提供以下資料：			
Name of claimant 索償人姓名		Daytime Contact No. 日間聯絡電話	
Relationship with the Insured # 與受保人之關係 #			
# Please provide document for proof of relationship. E.g. Copy of Marriage Certificate or Birth Certificate etc. # 請提供關係證明文件。例如：結婚證書、出生證書等			

Claim Settlement Method 賠償方法				
To quicken our settlement for any valid claim, please provide your banking details if you prefer direct credit. We must stress that this request should not be treated as an admission of our liability whatsoever means by law. Finally, we hereby reserve all rights for assessing your claim subject to terms, conditions and exclusions of the related policy. 在成功審批賠償後，本公司可以將賠款直接過戶。如閣下選擇此項服務，敬請提供銀行名稱和戶口號碼。本公司特此聲明，此項要求並不代表閣下之索償現正獲成功審批。有關決定，本公司在收齊證明文件後，將根據保單一切條款才作最後審批，敬請留意。				
For claim payment (if any) direct credit to Policyholder's bank account, please complete all of the following: 本公司將賠償款項(如有)直接存入閣下之戶口，請填寫以下資料：				
Account Holder's Name (Must be the same as the Policyholder 必須與保單持有人相同) 戶口持有人姓名				
Bank Name 銀行名稱		Bank Code 銀行編號	Branch No. 分行號碼	Bank A/C No. 銀行帳戶號碼

Please put a ✓ in the appropriate box of your claim below, please list item & indicate the amount of your claim in details.

請在格內用✓選擇索償之項目及詳細列出索償之內容及數目。

(If there is insufficient space on the claim form, please specify the details on a separate sheet clearly and indicate which section the information relates to. 如空位不足，請另附紙張填寫，並列明所述之項目名稱。)

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 _____

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：

Documents Attached 附加文件

For the damage to insured property claim :

適用於一般損毀索償：

- Repair quotation for the damage with repairer's confirmation on the cause of the damage 由維修商詳列損毀原因之修理費用估價單
- Repair invoice for the damage 修理費用之發票
- Photographs showing the extent of damage 照片可引證有關損毀程度

For the loss of insured property :

適用於一般遺失財物索償：

- Replacement quotation for loss of any insured property 重置物品之估價單
- Replacement invoice for loss of any insured property 重置物品之發票
- Original police memo 警署報案備忘正本
- A copy of police statement 警署報案記錄副本

Police Report 報案記錄

Were particulars taken by or reported to the police? 有否通知警方? YES 是 / NO 沒有

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

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

(c) Police Report No. 警署檔案編號 _____

N.B. 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 Damage 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 購買日期	Purchase Cost 購買金額	Claim Amount 索償金額

Do you own the property? 該財物是否屬於索償人? YES 是 / NO 否

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

Is the property subject to a hire purchase or loan agreement? 該財物是否以分期付款或貸款合約下購入? YES 是 / NO 否

If YES, give name of the finance or lending company, 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? 該財物會否按揭或租用給其他人仕? YES 是 / 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地址 _____

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 沒有

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

General Question 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 沒有

If 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 沒有

If 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

Remark: Please skip questions A to G if you are only applying claim for loss or damage item(s) outside the premises

註：如閣下只申請於家居以外遺失或損毀物品之索償，則不需要回答問題 A 至 G

A. Are you the owner of the insured premises?

閣下是否該受保物業的業主？

YES 是 / NO 否

B. Are you the occupier of the Insured premises?

閣下是否居住於該受保物業？

YES 是 / NO 否

C. Were the premises occupied at the time of the loss?

在事發時，住宅是否有人居住？

YES 是 / 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？

D. 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：

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

E. When was it decorated and/or renovated?

在何時裝修？ _____

F. Which part(s) was/were decorated and/or renovated: Wall Ceiling Kitchen Bath room Floor -Floor replacement 更換
曾作裝修的位置： 牆 天花板 廚房 浴室 地板 -Floor polishing 打蠟

G. Others _____

其他

(please specify)

(請註明)

Declaration & Authorisation 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請表內資料均屬真確的法定聲明；及

3. I, the undersigned claimant, hereby authorise 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 authorisation 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。本授權書之影印本的法律效力等同正本。

4. I believe that the facts stated in this claim form are true and correct. I acknowledge that the Insurers will rely upon the information supplied by me / the policyholder / the insured, which I verily and honestly believe to be true and correct, in prosecuting or defending any claims or proceedings in future, and the signatory / the policyholders / insured under this policy, if so required by the Insurers, will be asked and are bound to sign any court documents on the basis of information provided herein.

本人確認此索償申請書內之事實均為真實及正確。本人確認貴保險公司會依靠本人/保單持有人/受保人所提供的資料（該等提供的資料本人誠實地相信是真實和正確的），作為將來進行或辯護任何索賠及訴訟程序之用。如貴保險公司要求，本簽署人/保單持有人/受保人將會及必定同意簽署任何有關倚靠該等資料所準備之法律文件。

Signature of Insured 受保人簽署

I.D. Card No. 身份證號碼

Date 日期

Signature of Claimant 索償人簽署

I.D. Card No. 身份證號碼

Date 日期