閩 信 保 險 有 限 公 司
MIN XIN INSURANCE COMPANY LIMITED
(A WHOLLY-OWNED SUBSIDIARY OF MIN XIN HOLDINGS LIMITED)

香港總行 Head Office
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澳門分行 Macau Branch
: 澳門南灣湖景大馬路810號中國工商銀行大廈6樓E座
Avenida Panorâmica do Lago Nam Van, no. 810, Edif. ICBC Tower, 6.°andar E, Macau
電話Tel: (853) 2830 5686 傳真Fax: (853) 2830 5600
電郵 E-mail: macaucs@mxic.com.hk

索償申請表
General Insurance Claim Form

索償申請表請電郵至
macaucs@mxic.com.hk
或傳真: 2830 5600

請閣下於意外發生後立刻填妥本表格並連同下列所需文件一併交回。本公司會保留權利在需要時要求閣下提供額外之有關索償資料及文件。發出此索償申請表不代表本公司已承認賠償責任。
Completed claim form must be given to the Company immediately from the date of accident together with the following supporting documents. We reserve our right request additional information / documents when needed. The issue of this claim form is not an admission of liability on the part of our Company.

1. 事故報告 / 管理公司報告;
   Incident Report / Property Management Report;
2. 警方口供 / 報告;
   Police Statement / Report;
3. 損失項目之証明文件 (維修或重置估價單、發票、收據、照片等);
   The supporting documents for the loss / damaged items (repair or replacement quotation, invoice, receipt, photo etc.);
4. 事故現場、財物損壞程度、第三者財物損壞及 / 或人身傷害之照片;
   Photographs showing the scene of the incident; extent of property damaged; third party property damage and/or bodily injury;
5. 填妥附頁之第三者傷亡附加頁 (如適用) ;
   Completed attached Third Party Bodily Injury Questionnaires (if any);
6. 任何第三者索償文件。
   Any correspondences received from the third party.

注意：在沒有本公司書面同意的情況下，不得作出任何責任承認、提議或承諾付款。如收到任何第三者的通告、傳票或書面命令，請不要回覆，並立即提交給本公司。
Notes: Please do not admit any liability, offer or promise payment without the Company's prior written consent. If received any correspondence, summons or writs should be forwarded to the Company immediately unanswered.

保戶 INSURED

姓名
Name: _____ 保單號碼 Policy No. _____
地址
Address: _____
聯絡電話號碼
Contact telephone No. _____ 電郵地址 E-mail Address: _____

財物損失詳情 CIRCUMSTANCES OF PROPERTY LOSS OR DAMAGE

事故發生日期/時間
Date / time of incident _____ 地點 Place _____

詳述事故發生情形及起因
State the circumstances of incident with cause _____

_____

_____

_____

如盜竊或爆竊, 請詳述發生經過的情形 (竊匪如何進入屋內)?
In case of theft or burglary, please give full details of incident and how did the culprit(s) enter / exit the premises?

_____

_____

_____

行竊或爆竊補充資料 ADDITIONAL INFORMATION FOR THEFT OR BURGLARY

由誰發現？ 時間
Who discovered the incident?_____ Time:_____

保戶是否財物之唯一主人? ☐是 ☐否
Is the Insured the sole owner of the property? ☐Yes ☐No

有否任何強行進入或退出該樓宇之痕跡? 若有，請詳述之 ☐有 ☐否
Is there any sign of forcible entry or exit at the premises? If yes, please give full particulars. ☐Yes ☐No

_____

行竊發生時該樓宇是否空置? 若是，從何時開始 ☐是 ☐否
Were the premises unoccupied at the time of theft / burglary? If yes, by when unoccupied? ☐Yes ☐No

_____

以前有否遭遇同樣性質的損失? 若有，請詳述之 ☐有 ☐否
Was any incident with similar nature occurred? If yes, please give full particulars. ☐Yes ☐No

_____

是否投購其他保險公司保障該財物? 若是，請詳述保險公司名稱及保單號碼 ☐是 ☐否
Is there any other insurance covering the same property? If yes, please give name of insurance Company and policy number. ☐Yes ☐No

_____

財物損失資料 INFORMATION OF LOSS / DAMAGE ITEMS

財物種類 (包括牌子,型號) Description of item(s) (Including brand name and model no.)	購買日期 Purchase date	原價 Original price	索償金額(港幣) Amount Claimed (HK$)

索償總金額
Total Amount Claimed: _____

注意：請付上有關損失項目之証明文件。如未得本公司書面同意，切勿開始維修及丟棄任何殘餘物件。
Note: Please provide the supporting documents for the loss / damage items. Do not commence repair work or dispose of any salvage items without the Company's prior written consent.

證人 WITNESSES

姓名 Name	聯絡電話號碼 Contact telephone No.	地址 Address

警方 / 消防署 / 物業管理公司
POLICE AUTHORITIES / FIRE SERVICE DEPARTMENT / PROPERTY MANAGEMENT

有否通知警方或消防署或物業管理公司? ☐ 有 ☐ 否
Have the Police Authorities / Fire Service Department / Property Management been informed? ☐ Yes ☐ No

警署 / 消防署 / 物業管理公司名稱
Name of Police / Fire Station / Property Management: _____

報案日期
Reported Date: _____ 警方 / 消防署檔案號碼
Police / Fire Report No. _____

物業管理公司聯絡人及電話號碼
Contact person & telephone No. of Property Management: _____

第三者財物損毀 / 人身傷亡詳情
DETAILS OF THIRD PARTY PROPERTY DAMAGE / BODILY INJURY OR DEATH

事故發生日期 / 時間
Date / time of incident _____ 地點
Place _____

事故發生之經過及起因
Full circumstances and cause of incident _____

_____

_____

由何人之疏忽而引致事故之發生?
Whose negligence caused the incident? _____

第三者財物損毀情況 EXTENT OF DAMAGE TO PROPERTY OF OTHERS

物主姓名 Name of Owner	聯絡電話號碼 Contact Tel. No.	財物之種類 Kind of property	損害之性質及範圍 Nature and extent of damage	估計維修或重置費 Estimated repair or replacement cost

受傷者資料 INFORMATION OF INJURED PERSON

此意外是否涉及第三者人身傷亡 ☐是 ☐ 否
Is any third party death or bodily injury involved? ☐ Yes ☐ No

所涉及死者 / 傷者數目
No(s) of deceased / injured person _____

保戶與傷者的關係？
Relationship between the Insured and the injured person? _____

注意：如涉及傷亡者請填寫附加頁。若涉及多名傷者，則每一名傷者填寫一份附加頁。
NOTE: If the accident caused third party death or injury, please fill the attached "Bodily Injury Questionnaire". If more than one deceased or injured person, each "Third Party Bodily Injury Questionnaire" for one injured person.

聲明及授權書 Declaration and authorization

1. 本人/吾等謹此聲明，本人/吾等確信，以上所填報之資料及所列各項之事件乃屬完全真確並無對保險公司作任何資料之保留。
   I/We declare that all information and particulars contained above are true and complete to the best of my knowledge and belief and they are made without reservation of any kind.
2. 本人/吾等授權於任何曾替本人/吾等作診療之醫生、醫務人員、醫院或診所提供有關本人/吾等病歷之資料予**閩信保險有限公司**（「**本公司**」）或其代理人。
   I/We hereby authorize any physician, medical practitioners, hospitals or clinics by whom or where I/We have been observed or treated to give full particulars about my/our health to the **Min Xin Insurance Company Limited (“Company”)** or its agents.
3. 此授權書之影印本亦屬有效。
   A photocopy of this authorization shall be considered as effective and valid as the original.

收集個人資料聲明 Personal Data Collection Statement

1. 閣下提供的資料，為**本公司**提供保險業務所需，並可能使用於下列目的：
   The information you provide to the **Company** is collected to carry on insurance business and may be used for the purpose of
   - 任何與保險或財務有關的產品或服務或該等產品或服務的任何更改、變更、取消或續期
     Any insurance or financial related product or service or any alternations, variations, cancellation or renewal of them;
   - 處理任何對客戶的索償、訴訟及/司法程序；以及行使本公司的權利（詳情見適用保單條款所定），包括但不限於代位權；
     To manage any claim, action and/or proceedings brought against the customers, and to exercise the Company’s rights as more particularly defined in applicable policy wording, including but not limited to the subrogation right;
   - 任何索償或索償分析及可能轉移予現存或不時成立的任何有關的公司或任何其他從事與保險或再保險業務 有關的公司或與保險業務有關的中介人或索償或調查或其他服務提供者或任何保險公司的協會或聯會。
     Any claim or analysis of it. and may be transferred to any related business partners, companies carrying on insurance or reinsurance related business or an intermediary or a claims or investigation or other service provider providing services relevant to insurance business or any association or federation of insurance companies that exists or is formed from time to time.
2. 所有客戶均有權以書面向**本公司**要求查閱、修正及/或更改由**本公司**所持有有關其本身的任何個人資料。
   All customers have the right to access to, correct, or change any of their own personal information held by the **Company** by request in writing to the **Company**.

_____ _____

保戶簽署 (如屬公司請印章)
Signature of Insured (with Company chop if applicable)

日期
Date: