

Property Insurance Claim Form – Club Shopping 財物保險意外索償申請表 – Club Shopping

Please send the completed claim form to claims.hk@bolttechinsurance.com
請將填妥的理賠表格發送至 claims.hk@bolttechinsurance.com

It is important that a complete answer be given to every applicable question. If insufficient space is provided for your answers, please continue on a separate sheet.
請詳細填報表格上每一個適用的項目。如空位不足，請自備補充頁填寫。

Policy Number 保單號碼

100138798

Claimant's Information 保戶資料

Name of claimant

賠償申請人姓名 _____

Correspondence address#

通訊地址 # _____

Tel no.#

電話 # _____

Fax no.#

傳真號碼 # _____

E-mail address#

電郵地址 # _____

For the use of this claim only 只限於此索償之用

Circumstances of Loss or Damage 損失或損毀情況

Date and time of incident

事故發生日期及時間 _____

Who discovered the incident

由誰人發現事件 _____

Place of incident and the nature of business

發生事故之地點及業務性質 _____

Description of the incident and its cause

事件之詳細經過及起因 _____

Was another person responsible for the loss or damage?

是次損失或損毀是否有其他人須要負上責任？

Yes / No*

是 / 否 *

If "Yes", please give details 若「是」，請提供資料

Name 姓名 _____

Address 地址 _____

For theft. Please also fill in below questions.

若屬盜竊，請填寫以下資料。

How was the premises entered and exited?

竊匪如何進出事發地點？ _____

Were there any visible marks of forcible entry to or exit from the insured premises?

是否有任何被人強行進入或離開之可見痕跡？

Yes / No*

是 / 否 *

If "Yes", please describe these marks in details and provide photos 若「是」，請詳細描述和提供照片。

Additional questions for loss of money claims: 若希望就金錢損失索償，請提供以下資料：

Was the money kept in the safe or locked drawer?

損失之金錢是否存放在保險箱或上鎖的抽屜裡？

Yes / No*

是 / 否 *

If "No", please state where the money was kept 若「否」，請列明存放位置 _____

*Please delete whichever is inapplicable 請刪去不適用者

Details of The Property Management Office / Police / Other Authority
物業管理 / 警方 / 其他有關機構資料

If the case was reported to the property management office / police / other authority, please provide the following information.

若事件已報告物業管理處 / 警方 / 其他有關機構，請填寫下列資料。

Name & address of the property management office / police station / other authority reported to:
 物業管理處 / 報案警署 / 其他有關機構名稱和地址：

Name 名稱 _____

Address 地址 _____

Report / Reference no. _____ Date of report _____
 報案 / 檔案號碼 _____ 報案日期 _____

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，被竊或被惡意破壞，請立刻報警。

Details of Property Lost or Damaged 損失或損壞財物詳情

Please attach all the supporting documents for the lost or damaged items 請附上有關損失或損毀項目之證明文件

Full description of items (including the brand name, model and serial no.) 財物的詳細資料 (包括牌子，型號及產品編號)	Club Shopping Invoice no. Club Shopping 發票號碼	Item code 項目序號	Purchase price 購買價值	Amount claimed 索償金額 (HK\$)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
Total claim amount 總索償金額				

General Questions 一般事項

Are you the owner of the damaged property? _____ Yes/ 是*
 你是否損壞財物的物主? _____ No/ 否*

If "No", please state the name (s) and address (es) of the other owner (s)
 若「否」，請提供其他物主的姓名及地址

Are there any other insurances covering the loss or damage? If "Yes", please give details Yes/ 是*
 是否有其他保險保障該財物? 若「是」，請詳述有關承保公司之資料 No/ 否*

Name of insurance 保險公司名稱 _____ Policy no. 保單號碼

*Please tick box 請於方格填上剔號

Claim Payment Method 賠償款項方式

Subject to the terms and conditions of your policy, the Claimant may select to receive the claim payable amount by way of direct credit or cheque. If you do not provide payment preference as below, a cheque will be issued for any claim payment.

在保單條款許可情況下，閣下可選擇以銀行轉賬或支票方式收取賠償款項。如閣下沒有提供以下銀行轉帳資料作收取賠償款項方式，而索償案件申請被核准後，將視作選擇以支票收取賠償款項。

Option (1) 選擇 (一)

By direct credit 銀行轉賬 – for HKD account only 只限港幣戶口

Please provide the Insured Person's bank account details. A copy of bank book or bank statement showing the name and bank account number of the Insured Person MUST be provided. 請提供受保人的銀行資料，並必須提供顯示受保人的姓名及銀行賬戶口號碼的銀行存摺或月結單副本。

Important Notes for direct credit 銀行轉賬重要事項

- The claim payment shall be credited to the bank account in the name of Insured Person in accordance with the terms and condition of your policy. To prevent any unnecessary delay, please make sure the bank account number and account holder name are correct.
 有關之賠款將按其保單條款，存入該受保人名下之銀行賬戶。請確保賬戶號碼及賬戶持有人名稱正確，以免引致不必要之延誤。
- If the claim payment is remitted to a third party as a result of your provision of incorrect bank account number and / or account holder name, we shall not be liable to make any further payment and any other extra banking handling charges regardless of whether the claim payment can be recovered.
 如閣下提供之銀行賬戶號碼及 / 或戶口持有人名稱不正確，而導致本公司將相關賠款存至第三者戶口，無論有關賠款能否取回，本公司無任何責任再支付該賠款及其引致之相關銀行手續費用。

Bank account information 銀行賬戶資料

銀行名稱 Bank name	銀行編號 Bank code	銀行分行編號 Branch code	銀行賬戶口號碼 Bank A/C no.
賬戶持有人姓名 (英文及大楷寫) Name of Account Holder (In English & Block Letter)			

Option (2) 選擇 (二)

Hong Kong dollar cheque 港幣支票

Terms and Conditions 條款及細則:

- This option is NOT applicable to approved claims amount over HK\$3,000 此選項不適用於獲批核的賠償金額高於港幣三千元。
- Any approved claim will be rounded up to the nearest whole number. 獲批核的賠償金額會被調整至整數。
- Collection is only available at 7-Eleven stores located in MTR station. In the event that the claim payment via 7-Eleven is not successful, the claims benefit will be paid by cheque. 收取款項只適用於地鐵沿線之 7-Eleven。如未能於 7-Eleven 收取款項，賠償金將以支票形式支付。
- bolttech Insurance shall not be liable for any of the Claimant's loss if a wrong/invalid mobile phone number has been provided or the Claimant has lost his mobile phone or the Claimant forward the QR code to any third party. 保特保險不會就索償人提供不正確流動電話號碼、遺失流動電話或轉發此 QR 碼與第三方而蒙受之損失承擔任何法律責任。

Declaration 聲明

I/We have read, understood and accepted the Personal Information Collection Statement of the Company ("PICS"). By signing below, I/We confirm this application and agree that the Company may use and disclose all personal data about me/us that the Company currently or subsequently hold for the purposes as set out in the PICS, and I understand I can scan the QR code below for review of the PICS or else I can request a copy of the PICS by calling the Company's Customer Service Hotline at 2603 9435.



本人/我們已閱讀、明白及接受本公司的收集個人資料聲明。透過以下簽名，本人/我們確認此申請並同意本公司可根據收集個人資料聲明列出之目的使用及披露本公司目前或將來持有的關於本人/我們的所有個人資料，並理解本人可以掃描以下二維碼查看本公司的收集個人資料聲明，或可致電本公司的客戶服務熱線 2603 9435 索取收集個人資料聲明副本。



Claimant's signature
(& Company chop, if applicable)
保單持有人簽署 (及公司蓋章，如適用)

HKID Card no./B.R. no.
香港身份證號碼 / 商業登記號碼

Date (dd/mm/yy)
日期 (日 / 月 / 年)

Important Notes 重要事項

1. Report the accident to the agent, brokers or our Claims Department immediately.
意外發生後，請儘快通知保險代理，經紀或本公司賠償部。
2. Take all practical steps to mitigate the loss / damage.
採取一切可行的步驟減少損失 / 損毀。
3. Report to police immediately in case of malicious damage.
如財物遭惡意破壞，請立即向警方報案。
4. Take photos of the accident scene and damaged properties.
拍攝事故現場和損毀財產之照片。
5. Do not dispose of the damaged properties.
不要丟棄受損之財物。
6. The Insured may at his/her own discretion repair the insured property without our prior consent, however the repair cost is subject to our assessment, which may be different from the original repair cost.
受保人可在取得本公司同意前維修受保物品，稍後本公司會審核該費用，唯其結果可能會與原來的費用有所不同。
7. Co-operate and assist the adjuster when called upon.
當公證行派員檢查損毀財物，請配合及協助。

Claim Documents Required 索償所需文件

The following document shall be submitted 請呈交以下相關文件：

1. Purchase Invoice / Official Receipt of any property to be claimed. 索償財物於事前的發票 / 購買發票 / 單據。
2. Photos showing the extent of damage to any property to be claimed. 有關索償財物之相片以顯示損毀程度。
3. Inspection / Service Report 檢查報告
4. Repair or Replacement Quotation / Invoice / Receipt. 維修或重置報價單 / 發票 / 收據正本。
5. Police Loss Memo / Copy of Police Statement, if applicable. 警方報告 / 警方所錄的口供副本 (如適用)。
6. Incident report from the building management or authority showing the date, circumstances of Incident and its cause of loss or damage.
管業處或有關當局之事件報告以證明有關財物之遺失或損毀的事發日期、事件經過及其成因 (如適用)。

Notes 注意：

1. All questions must be answered. If not applicable, write "N/A". 所有問題必須作答。如不適用者，請填上「不適用」。
2. Submission of this form does not constitute admission of any liability from bolttech Insurance. 呈上此表格並不代表保特保險承認相關責任。
3. Claims will not be processed unless declaration is signed by the claimant. 保特保險只接受已簽署之索償申請表。

Personal Information Collection Statement (“PICS”) 收集個人資料聲明

Please scan the following QR code for review of Bolttech Insurance (Hong Kong) Company Limited’s (the “Company”) PICS. You can also request a copy of the PICS by calling the Company’s Customer Service Hotline at 2603 9435.

請掃描以下二維碼查看保特保險(香港)有限公司(「本公司」)的收集個人資料聲明。您亦可致電本公司的客戶服務熱線 2603 9435 索取收集個人資料聲明副本。



English



中文