

## Fire Insurance Claim Form 火險索償申請表

Please submit your claim with the below-listed documents within 30 days from the date of occurrence or discovery. If insufficient space is provided for your answers, please continue on a separate sheet.

請於發生意外或發現損失的 30 天內，提供以下列出的證明文件，並遞交索償申請。如空位不足，請自備補充頁填寫。

### PART I – General Information 第一部份 一般資料

Name of Policyholder  
保單持有人姓名

Policy No.  
保單號碼

### Bank Account Information Registered Under Policyholder's Name

保單持有人名下的銀行賬戶資料

Bank Name  
銀行名稱

Bank Account Holder's Name in English  
銀行賬戶持有人的英文姓名

Bank Account No.  
(Bank Code, Branch Code & Account No.)  
銀行賬戶號碼  
(銀行編號, 分行編號, 賬戶號碼)

Bank Code  
銀行編號

Branch Code  
分行編號

Account No.  
賬戶號碼

### PART II – Details of Incident & Loss 第二部份 意外發生或損失詳情

#### 1. Date, Time & Location of Incident

意外發生日期, 時間及地點

Date  
日期

Day 日

Month 月

Year 年

Time  
時間

Hour 時

Minute 分

Location of Incident/  
Loss/ Damage  
意外/損失/損毀發生地點

Description of Incident/  
Loss/ Damage  
意外/損失/損毀發生經過

**2. Are you making any other insurance claim as a result of this incident?**

閣下有否為是次意外於其他保險公司索賠？

Yes 是  No 否, If yes please provide 如是, 請提供以下資料：

Insurance Company 保險公司名稱	Policy Type & Number 保險類別及保單號碼	Name of Policyholder 保單持有人姓名

**Has the said insurance company rejected this claim?**

該保險公司有否拒絕閣下的索賠？

Yes 是  No 否

**If yes, please provide reason:**

如是, 請提供原因：

**If no, please provide the amount and itemized details paid by the said insurance company and their claims statement**

如否, 請提供該保險公司的賠償金額、賠償明細及理賠報告

**3. Can you identify any parties who may be responsible for the incident?**

閣下是否認為任何人士須為是次意外負責？

Yes 是  No 否, If yes please provide 如是, 請提供以下資料：

Name 姓名	Phone No. 電話
Address 地址	
How he/she is related to the incident? 他/她如何與是次意外有關連？	

**4. Have police and property management office been informed?**

閣下有否向警方及物業管理處備案？

Yes 是  No 否, If yes please provide 如是, 請提供以下資料：

Name of Police Station/Person-In-Charge of Management Office 報案警署/物業管理處負責人名稱	Report Reference Number 案件編號			
Report Date 報案日期	Reported Time 報案時間			
Day 日 □ □	Month 月 □ □	Year 年 □ □ □ □	Hour 時 □ □	Minute 分 □ □

### PART III – Details of Damaged/ Loss Property 第三部份 損失/損毀財物詳情

Full Description of Item (Brand name, model & serial no.) 受損物品的詳情 (牌子·型號及序列號)	Owner's Name 物主名稱	Date of Purchase 購買日期	Purchase Price 購買金額	Claimed/ Repair Amount (HKD) 索賠/維修金額 (港幣)

### Declaration & Authorization 授權及聲明

I / We declare that all information given is accurate and true to the best of my knowledge.

本人/我們聲明本人/我們於索償申請書中的每一項答案為所知及所信之全部事實。

I/We confirm that I/We have read the Personal Information Collection Statement which is made available at <https://odhk.blob.core.windows.net/common/Personal-Information-Collection-Statement.pdf> and agreed to collection and use of personal information by OneDegree Hong Kong Limited (the "Company").

本人/我們確認已閱讀有關個人資料收集聲明之詳情，並同意OneDegree Hong Kong Limited(「貴公司」)收集及使用個人資料。該個人資料收集聲明詳載於<https://odhk.blob.core.windows.net/common/Personal-Information-Collection-Statement.pdf>。

I/We hereby authorize any parties, including but not limited to police and government authorities, airlines, travel agents, insurance companies, loss adjusters, loss accessors etc. who are in possession of my/our insurance proposal information, claim information or any related information to release part or all of the information about me/us or related incidents of loss or damage to the Company or its authorised representative.

本人/我們授權持有本人/我們投保資料、索償紀錄或任何有關資料之一方，包括但不限於警方及政府機構、航空公司、旅遊公司、保險公司、公證行、估損人等任何有關人士或組織，將部份或全部有關本人/我們是次損失或損毀的相關資料提供予貴公司或其授權代表。

A photocopy of this authorisation shall have the same effect as the original.

此授權書之正本及副本皆具同等效力。

Please sign here 請在此簽署：

Day 日                      Month 月                      Year 年  
                                             

Signature of Policyholder 保單持有人簽署

Date signed 簽署日期

### PART IV – Document Checklist 第四部份 所需文件指引

- Completed Claim Form 填妥索償申請表
- Copy of Policyholder's HKID card 保單持有人的香港身份證副本
- Copy of Policyholder's ATM card or bank statement to confirm bank account number 保單持有人的銀行卡或月結單副本 (以確認賬戶號碼)
- Pictures of damaged items and scene of incident 損毀物品或意外發生現場的照片
- Claimed item's purchase invoices/receipts/warranties and replacement invoices/receipts 索賠物品的購買發票/單據/保用證及重購發票/收據
- Quotations/invoices/receipts from contractors 承包商發出的報價單/發票/收據
- Police report/police statement/witness statement if applicable 警察報告/證人報告 (如適用)
- Building management office's incident report if applicable 物業管理處意外報告 (如適用)

## Note

### 注意事項

- ***In the event of loss due to theft, burglary or robbery, report to the Police within 24 hours and retain a copy of the Police Report***  
*因盜竊、爆竊或搶劫所導致的損失，需於 24 小時內報警及保留警察報告副本*
- ***Do not dispose of any damaged items prior our inspection and approval. The disposal of damaged items without our authorization may result in rejection of your claim***  
*在我們調查及許可之前，請勿棄置任何損毀物品。未經我們同意而棄置損毀物品可能會使閣下的索賠被拒絕*
- ***No liability should be admitted or offered or promise of payment made to the third party without our prior approval***  
*在我們許可之前，不應承認、提出或承諾支付第三者款項*