

## Property Insurance Claim Form 財物保險意外索償申請表

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

Name of Agent 保險代理人

### Type of Policy 保單類別

Property all risks 財產全險

Contractors' all risks 工程全險

Fire 火險 Money

金錢險

Office / Business package 辦公室 / 工商業綜合險

Others 其他： \_\_\_\_\_

### Insured's Information 保戶資料

Name of Insured

保戶姓名 \_\_\_\_\_

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 \_\_\_\_\_ Who discovered the incident \_\_\_\_\_  
事故發生日期及時間 \_\_\_\_\_ 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? \_\_\_\_\_ Yes / No\*  
是次損失或損毀是否有其他人須要負上責任? \_\_\_\_\_ 是 / 否 \*

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

Name 姓名 \_\_\_\_\_

Address 地址 \_\_\_\_\_

**For Theft. Please also answer 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? \_\_\_\_\_

Where there any visible marks of forcible entry to or exit from the insured premises? \_\_\_\_\_ Yes / No\*  
是否有任何被人強行進入或離開之可見痕跡? \_\_\_\_\_ 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? \_\_\_\_\_ Yes / No\*  
損失之金錢是否存放在保險箱或上鎖的抽屜裡? \_\_\_\_\_ 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.

報案 / 檔案號碼 \_\_\_\_\_

Date of report

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)	Date of purchase 購買日期	Purchase Price 購買價值	Amount claimed (HK\$) 索償金額	"✓" If documents attached 如附上相關文件, 請 "✓"
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 sole owner of the damaged / lost property? Yes/No\*  
你是否損壞 / 損失財物的唯一物主? 是 / 否 \*

If "NO", please state the name (s) and address (es) of the other owner (s) including the hire-purchase company  
若「否」, 請提供其他物主的姓名及地址, 包括租購信貸公司之資料

Are you responsible for the property under agreement? Yes/No\*  
你是否因合約而須承擔該財物之責任? 是 / 否 \*

If "YES", please forward a copy of the agreement 若「是」, 請提供該合約副本以茲證明。

Are there any other insurances covering the loss or damage? If "YES", please give details Yes/No\*  
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 是 / 否 \*

Name of Insurance 保險公司名稱 \_\_\_\_\_ Policy No. 保單號碼 \_\_\_\_\_

Have you ever sustained other losses of similar nature? Yes/No\*  
你曾否遭受同樣性質的損失? 是 / 否 \*

If "YES", please give details 若「是」, 請詳述 \_\_\_\_\_

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

**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 3123 3344.



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 3123 3344 索取收集個人資料聲明副本。



\_\_\_\_\_  
Insured'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)

**Claim Procedures 索償程序**

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 theft, burglary, robbery or malicious damage.  
如遭盜竊、爆竊、搶劫或惡意破壞，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.  
不要去棄或自行處理受損之財物。
6. Do not commence any repair work without the Company's prior written consent.  
在未取得本公司的書面同意之前，請不要開始任何維修工程。
7. Cooperate and assist the loss adjuster when called upon.  
當公證行派員檢查損毀財物，請配合及協助。

The following document should be submitted (if applicable) 請呈交以下相關文件 (如適用):

1. Previous Decoration Invoice / Purchase Invoice / Official Receipt of any property to be claimed.  
索償財物於事前的裝修發票 / 購買發票 / 單據。
2. 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。
3. 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。
4. Original Repair or Replacement Quotation / Invoice / Receipt.  
維修或重置報價單 / 發票 / 收據正本。
5. Original Police Loss Memo / Copy of Police Statement.  
警方報告正本 / 警方所錄的口供副本。

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. This Claim Form must be submitted immediately, even if any of the claim documents is not readily available.  
縱使未能即使提供任何索償文件，你仍需要立即遞交此索償申請表。
4. 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 3123 3344.

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 3123 3344 索取收集個人資料聲明副本。



English



中文