MSIG Insurance (Hong Kong) Limited
三井住友海上火災保險（香港）有限公司
9/F 1111 King's Road, Taikoo Shing, Hong Kong
Tel +852 2894 0555, Fax +852 2890 5741
msig.com.hk
A Member of MS&AD INSURANCE GROUP

ROLLS-ROYCE MOTOR CARS HONG KONG

Notice of Motor Vehicle Accident
汽車失事通知書

H1089

1. You can report a claim anytime, anywhere around the world, simply click on the following for online claim lodgement:-
   您可以隨時隨地在世界各地申請索賠，只需點擊以下網址提出申請：

   URL : https://forms.msig.com.hk/Forms/ClaimMotor_BMWMINI QR :

2. Otherwise, please complete and submit this Claim Form to us within 30 days from the date of accident, together with relevant supporting documents. Further information may be needed in the future.
   - Post: MSIG Insurance (Hong Kong) Limited, Claims Division, 9/F 1111 King's Road, Taikoo Shing, Hong Kong OR
   - Email: claimin@hk.msig-asia.com

   或者，請將填妥之索償表格連同有關證明文件，並於事發後30天內呈交本公司。稍後可能需要提供進一步資料。
   - 郵寄地址：香港太古城英皇道1111號9樓 三井住友海上火災保險（香港）有限公司 理賠部 或
   - 電郵：claimin@hk.msig-asia.com

3. For inquiry, please call our Claims Service Hotline at +852 3752 3599 or email at claimin@hk.msig-asia.com
   如有任何查詢，請致電我們的賠償服務熱線+852 3752 3599或電郵claimin@hk.msig-asia.com

Please submit the following documents when returning this claim form:
於遞交本索償表格時，請同時提交下列文件：

1. Driver's ID 駕駛者身份證明文件
2. Driver's driving license 駕駛者駕駛執照
3. Copy of the vehicle registration document (both sides) 車輛登記文件副本（正面及背面）
4. Photographs showing the accident scene and damaged vehicle 顯示意外發生現場及損毀程度之相片
5. Car camera video 行車記錄儀錄影片段
6. Repair quotation, if available 維修報價，如適用

Policyholder's details and description of vehicle 保單持有人資料及汽車摘要

Vehicle registration number: 車輛登記號碼：	Policy no.: 保單號碼：
Make and model: 廠名及型號：	
Surname: 姓：	Given name: 名：
Company Name (if applicable): 公司名稱（如適用）：	

Contact details 聯絡人資料

Surname: 姓：	Given name: 名：	Gender: 性別： M 男 ☐ F 女 ☐
Email: 電郵：		Contact no.: 聯絡電話：
Correspondence address 通訊地址： Flat/Room 室	Floor 樓	Block 座
Building/Estate 大廈/屋苑		
Street/Road & district area 街道及地區		☐ HK 香港 ☐ KLN 九龍 ☐ NT 新界
Please advise your preferred method of communication in writing. 如本公司需要以書面聯絡您，您認為那一種聯絡方式比較適合?		☐ Mail 郵件 ☐ Email 電子郵件

Driver details 肇事司機資料

Surname: 姓：	Given name: 名：	Driving license no.: 駕駛執照號數：
☐ HKID no. 香港身份證號碼： ☐ Passport no. 護照號碼：	Date of birth (DD/MM/YYYY): 出生日期（日/月/年）：	Gender: 性別： M 男 ☐ F 女 ☐
Occupation: 職業：	No. of years holding the driving license: 持有駕駛執照之年數：	Contact no.: 聯絡電話：

Relationship with the Insured: 與受保人之關係：
☐ Same 屬同一人 ☐ Employer or Employee 僱主或僱員
☐ Relative or friend 親屬或朋友 ☐ Other, please specify 其他，請註明：_____

Correspondence address 通訊地址：
Flat/Room 室 Floor 樓 Block 座

Building/Estate
大廈/屋苑

Street/Road & district area
街道及地區
☐ HK 香港 ☐ KLN 九龍 ☐ NT 新界

Did the driver consume any alcohol or drugs in the 12 hours before the incident? ☐ Yes 有 ☐ No 沒有
事故發生前12 小時，肇事司機是否有喝酒或服食藥物？

Was the driver being authorized by the owner to drive the vehicle? ☐ Yes 有 ☐ No 沒有
車主是否已授權給予肇事司機駕駛其車輛？

Has the driver, in the past 5 years, ever been prosecuted or convicted in connection with any traffic accidents (except illegal parking)? If 'yes', please specify. ☐ Yes 有 ☐ No 沒有
駕駛者於過去5年內，是否曾因任何交通意外（不包括違例泊車）而被檢控或定罪？如「有」，請註明。

Details of accident 有關意外之細節

Date (DD/MM/YYYY): 日期（日/月/年）：	Time (HH:MM): 時間 (時：分)：
Weather: 天氣：	Road surface: 路面： ☐ Wet 濕 ☐ Dry 乾 ☐ Smooth 平整 ☐ Rough 不平整

Place of incident:
事故發生地點：
☐ HK 香港 ☐ KLN 九龍 ☐ NT 新界
☐ China 中國內地 ☐ Macau 澳門

State precise purpose of journey
明確說明行程的目的
☐ For domestic use 私人/個人用途
☐ For business use 商業/業務用途
☐ For hire or reward 出租或收取報酬
☐ Other, please specify 其他，請註明：_____

Please describe how the incident happened*
請詳述事故發生經過*

Sketch 現場草圖

Was the insured vehicle damaged? If 'yes', please specify.
受保車輛是否有損壞？如「有」，請註明。 ☐ Yes 是 ☐ No 否

Who do you consider at fault and reasons?
你認為是誰人之過錯及陳述理由？

Have you ever made commitment to other parties on settlement of any damages? If 'yes', please specify.
你有否答應向對方作出或接受對方之賠償？如「有」，請註明。 ☐ Yes 有 ☐ No 否

If the policy is comprehensive cover, please advise whether you want to claim own damage under the policy.
若購有綜合保險，您是否向本公司申索汽車損壞之索償？ ☐ Yes 是 ☐ Report only 純屬備案

Name of repairer: 維修車房之名稱：	Contact no.: 聯絡電話：

地址：

Flat/Room 室 Floor 樓 Block 座

Building/Estate
大廈/屋苑

Street/Road & district area
街道及地區 ☐ HK 香港 ☐ KLN 九龍 ☐ NT 新界

N.B.: No repair work shall be undertaken without the prior consent of the Company
注意：未得本公司同意不得修理車輛

Details of police report 報案資料

Has the incident reported to the police? If 'yes', please provide the information.
是次事件有否已向警方報案？如「有」，請提供下列資料。 ☐ Yes 有 ☐ No 否

Which Police Station was the incident reported to
該意外已向那一所警署報案

Date of report (DD/MM/YYYY) 事故報告日期（日/月/年）	Reference no. of the police report 報案編號

Details of witnesses & passengers in your own vehicle 見証人及己方車內乘客資料

Type 類別	Name 姓名	Address 地址	Contact no. 聯絡電話	Relationship with driver 與駕駛者之關係
☐ Witness 見証人 ☐ Passenger 乘客				
☐ Witness 見証人 ☐ Passenger 乘客				
☐ Witness 見証人 ☐ Passenger 乘客				

Particulars of third party 第三者資料

Was the accident involved third party property damage and/orbodily injury? ☐ Yes 是 ☐ No 否
If 'yes', please provide the information.
意外是否涉及第三者財物損失及/或人身傷亡？如「是」，請提供下列資料。

What is/ are the nature(s) of third party claims?
第三者索償是什麼性質？

☐ Property damage 財物損失 ☐ Bodily injury 身體受傷 ☐ Both 兩者皆是

Third party property damage (including government properties) 第三者財物損失（包括政府公物）

Vehicle no./Damage items 車輛登記號碼/損壞物品	Brief details of damage 簡述損毀情況	Owner's name 車主/物主姓名	Contact details 聯絡方法	Estimated cost 估計金額

Third party bodily injury 第三者身體受傷

Was there any person(s) injured in the accident? If 'yes', please specify. ☐ Yes 是 ☐ No 否
是次事件是否涉及人身傷亡？如「是」，請註明。

Number of injured person
傷亡人數數目 _____

Identity of injured person(s)
傷亡者之身份

☐ Driver in other vehicle(s) 其他車輛之司機
☐ Passenger in other vehicle(s) 其他車輛之乘客
☐ Passenger in Insured vehicle 受保車輛之乘客
☐ Pedestrian 行人
☐ Bicyclist 騎單車的人
☐ Other 其他 _____

Name of injured person 傷者姓名	Extent of injury 受傷程度	Contact no. &/or address of Injured 傷者聯絡號碼及地址	Taken to hospital? 有沒有送往醫院？
			☐ Yes 有 ☐ No 沒有
			☐ Yes 有 ☐ No 沒有
			☐ Yes 有 ☐ No 沒有

IMPORTANT: All correspondence directly relating to any third-party claim should be forwarded to us immediately, and no admission of liability should be made to the third party.
重要事項：如收到第三者的索償信件，請勿私下作出回覆。您必須將該等信件交予本公司。

Declaration & authorisation 聲明及授權書

1. I/ We declare that the above information is in all respect true and complete to the best of my/our knowledge and belief;
   本人（等）就此聲明，以上所述事項均根據本人（等）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
   若三井住友海上火災保險（香港）有限公司提出有關要求，本人（等）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三井住友海上火災保險（香港）有限公司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 person, 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 person 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（本人誠實地相信該等資料是真實和正確的），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 Person
受保人簽署
(with company chop if applicable)
（如屬公司請蓋章）

Signature of Driver
駕駛人簽署

Name of Insured Person
保單持有人姓名

Name of Driver
駕駛人姓名

Identity document number of Insured Person
保單持有人身份證明文件號碼

Identity document number of Driver
駕駛人身份證明文件號碼

Date signed (DD/MM/YYYY)
簽署日期（日/月/年）

Date signed (DD/MM/YYYY)
簽署日期（日/月/年）

LETTER OF AUTHORISATION 授權書

MSIG's Ref. :

Dear Sirs,

Police report no. 警方檔案編號 :
Date of accident 意外日期 :
Involving vehicle(s) 涉及之車輛 :

I hereby give my consent and authorize you to release to MSIG Insurance (Hong Kong) Limited and relevant party(ies) copies of the statements, personal data and any other information which I made to you in relation to the captioned case.

I confirm that a copy of this Letter of Authorisation shall be as effective and valid as the original.

本人現授權有關人士向三井住友海上火災保險（香港）有限公司或其代表提供任何一切有關本人於上述事件中提供的口供、個人資料及其他資料記錄。

本人確定同意本授權書之影印本，與正本擁有等同的法律效力。

Reporter's Signature 報案者簽署 : _____

Reporter's Name 報案者姓名 : _____

HKID/ Passport No. 身份證/護照號碼 : _____ ( )

Date 日期 : _____

Appendix: Notice to customers relating to The Personal Data (Privacy) Ordinance ("the Ordinance")

MSIG Insurance (Hong Kong) Limited ("**MSIG**", "**we**" or "**us**") would ask that you take the time to read this privacy policy carefully. In case of discrepancies between the English and Chinese versions of this statement, the English version shall prevail.

Privacy Policy

MSIG takes your privacy very seriously. To ensure your personal information is secure, we communicate and enforce our privacy and security guidelines according to the relevant laws and regulations. MSIG takes precautions to safeguard your personal information against loss, theft, and misuse, as well as against unauthorised access, disclosure, alteration, and destruction. Furthermore, we will not sell your personal information to anyone without your consent. MSIG imposes very strict sanction control and only authorised staff on a need-to-know basis are given access to or will handle your personal data, and we provide regular training to our staff to keep them abreast of any new developments in privacy laws and regulations.

We will only retain your personal data in our business records for as long as it is necessary for business and tax purposes as permitted by the laws. We will require our agents, contractors or third parties who provides administrative or other services on our behalf to protect personal data they may receive in a manner consistent with this policy. We do not allow them to use such information for any other purposes. If you have any questions or inquiries regarding our Privacy Policy, please feel free to contact us.

We may amend this Privacy Policy at any time and for any reason. The updated version will be available by following the 'Privacy Policy' link on our website homepage at msig.com.hk. You should check the Privacy Policy regularly for changes.

Personal Information Collection Statement

Personal information is data that can be used to uniquely identify or contact a single person. As our customer, it is necessary from time to time for you to supply us with your personal data in relation to the general insurance services and products ("the Product") that we provide to you and in order for us to deliver and improve customer service. This includes but not limited to the personal data contained in the proposal form or in any documents in relation to the Product or any claim made under the Product.

If you do not provide us with your personal data, we may not be able to provide the Product you need or process your request.

We may use your personal data for:-

- processing and evaluating your insurance application and any variation or renewal of the Product;
- administration of the services and facilities in relation to the Product provided to you;
- conducting identity and/or credit checks;
- invoicing, processing payment instructions and collecting premiums and outstanding amounts from you;
- assessing and processing claims in relation to the Product;
- conducting statistical or actuarial research and/or analysis by us;
- automated decision-making processes, including profiling, for risk assessment and claims management;
- other ancillary purposes which are directly related to the above purposes;
- conducting matching procedures (as defined under the Ordinance);
- complying with applicable laws, regulations or any industry codes or guidelines; and
- detecting, investigating and preventing fraud and/or other illegal activity (whether or not relating to the Product issued in respect of this application).

In connection with any of the above purposes, the personal data that we have collected might be disclosed or transferred to the following persons and/or entities (who may be located within or outside of Hong Kong, or may process or store your personal data outside of Hong Kong):

- third party agents, contractors, service providers and advisors (including but not limited to debt collection agencies, credit reference bureaus or call centers) who provide administrative, communications, computer, data processing and storage, payment, security, information technology, marketing or other services which assist us to carry out the above purposes (including medical service providers, emergency assistance service providers, telemarketers, mailing houses, IT service providers and data processors);
- loss adjudicators, claims investigators and medical advisors;
- reinsurers and reinsurance brokers;
- your insurance intermediary;
- our legal and professional advisors;
- our related companies as defined in the Companies Ordinance;
- the Hong Kong Federation of Insurers (or any similar insurance industry association or federation);
- the Insurance Complaints Bureau and similar industry bodies; and
- government agencies and authorities as required or permitted by law;
- the police and fraud investigation or prevention organizations;
- databases or registers (and their operators) used by the insurance industry to analyse and check information provided against existing information; and
- in the event that we transfer all or a substantial part of our business to another company, the transferee of that business, who may then use your personal data to continue carrying out that business.

In order to confirm the accuracy of your personal data, you agree to provide us with authorisation to access and to verify any of your personal data with the information collected by any federation of insurance companies from the insurance industry.

MSIG also intends to use your name, your address, your phone number and email address from time to time to provide marketing materials and conduct direct marketing (including but not limited to promotion, marketing and sales) of the Product.

If you do not wish MSIG to use your personal data for direct marketing as listed above, you should tick the box on the right and send us a copy of this Notice at the address listed below together with the required information which are necessary for us to process your opt-out request. You may also notify us by filling in the "Enquiry form – Opt-out from direct marketing activities" on our website at msig.com.hk. In your notification, you must supply the same required information as listed below. ☐

To enable us to process your opt-out request, please provide us below information and send to: **The Data Protection Officer at 9/F, 1111 King's Road, Taikoo Shing, Hong Kong.**
Full name:
Contact number:
HKID number: ***(for identification purpose)***
Policy/Certificate/Acknowledgement number ***(if you have one):***
Note: This instruction will override all previous instructions relating to direct marketing that have been given to MSIG.

Under the Ordinance, you have the right to: (a) be informed of the kind of personal data held by us; (b) be informed of the main purposes for which personal data held by us are or are to be used; (c) request access to your personal data held by us; (d) request correction of your personal data held by us; and (e) ascertain our policies and practices in relation to personal data. If you wish to exercise these rights, please write to our Data Protection Officer at 9/F, 1111 King's Road, Taikoo Shing, Hong Kong.

If you have any enquiries or require assistance with this Personal Information Collection Statement, please call us at +852 3122 6922.

_____

Proposer's signature

Date _____ (DD/MM/YYYY)

附錄：關於《個人資料（私隱）條例》（「條例」）的客戶通知

三井住友海上火災保險（香港）有限公司（下稱「**MSIG**」、「**我們**」或「**本公司**」）請您仔細閱讀下列條款與條件。如此聲明的英文版本與中文版本內容有歧異，將以英文版本為準。

私隱政策

MSIG極為重視您的私隱。為了保障您的個人資料，我們以有關法例及規例為準則，向公司內部傳達並執行我們定立之私隱及保障指引。MSIG採取切實可行的預防措施以保障您的個人資料免遭受遺失、盜竊、誤用，以及在未經許可之情況下被取用、洩露、更改及破壞。此外，除非得到您的同意，我們均不會出售您的個人資料給任何人。MSIG嚴格執行認可管制，只容許獲授權之職員在必需要的情況下，取用或處理您的個人資料。此外，我們會向職員定期提供培訓，確保他們知悉任何有關私隱法律及規例的新發展。

我們只會在法律容許並必需用於業務及稅務用途之情況下，保留您的個人資料作為我們的業務記錄。我們會向以本公司之名義提供行政或其他服務之代理、承辦商或第三者，要求他們遵循本政策保護有可能收到的個人資料。本公司不會容許他們使用有關資料於任何其他目的。如您對我們的私隱政策有任何疑問，歡迎聯絡我們查詢。

我們可能不時修改此範本。修改後的範本可於本公司網頁msig.com.hk下載。您應定期查閱此範本所修改的內容。

個人資料收集聲明

個人資料是可以用作獨立識別或聯絡個別人士之數據。貴為我們的客戶，您須向我們不時供給與我們提供之一般保險服務及保單產品（下稱「保單產品」）相關的個人資料，讓我們可向您提供客戶服務及改善服務質素。當中包括但不限於您在申請表填寫或任何與保單有關之文件上或任何透過保單索償上所載之個人資料。

如您未能向我們提供您的個人資料，我們可能無法提供您所需的產品或處理您的請求。

我們可能將您的個人資料用於以下用途：
- 處理和評估您的保險申請及任何保單產品的變更或續保；
- 管理與保單產品相關的服務和設施；
- 進行身份和/或信用審查；
- 發出賬單、處理付款指示及向您收取保費和未結清款項；
- 評估及處理與產品相關的索償；
- 進行統計或精算研究和/或分析；
- 風險評估和索償管理的自動化決策過程，包括分析；
- 與上述目的直接相關的其他輔助用途；
- 進行配對程序 或相關活動（如有關條例中所定義）；
- 遵守適用的法律、法規或任何行業守則或指引；及
- 偵測、調查和防止欺詐及/或其他非法活動（無論是否與本申請下所發出的保單產品有關）。

在以上任何目的下，我們收集的個人資料可能會被披露或轉移至以下人士和/或實體（他們可能位於香港境內或境外，或可能在香港境外處理或儲存您的個人資料）：
- 向我們提供行政、通訊、電腦、數據處理和儲存、支付、保安、資訊科技、營銷或其他協助我們實現上述目的的服務的第三方代理、承包商、服務供應商及顧問（包括但不限於追討欠款機構、信用調查局或呼叫中心，以及醫療服務供應商、緊急救援服務供應商、電話促銷商、郵寄及印刷服務商、資訊科技服務供應商及數據處理服務商）；
- 處理索賠個案的理賠師、理賠調查員及醫療顧問；
- 再保險公司及再保險經紀；
- 您的保險中介人；
- 我們的法律及專業顧問；
- 我們的關連公司（以《公司條例》內的定義為準）；
- 香港保險業聯會（或同類的保險行業協會或聯會）；
- 保險投訴局及同類的保險業機構；
- 法例要求或許可的政府機關；
- 警方及防止或調查欺詐的組織；
- 保險業就現有資料而對所提供的資料作出分析和檢查的數據庫或登記冊（及其運營者）；及
- 在我們將全部或大部分業務轉讓給其他公司時，該業務的受讓人可繼續使用您的個人資料來執行該業務。

為了確保您的個人資料之準確性，您同意授權本公司查閱並核實任何由保險業界內保險公司聯會所收集有關您的個人資料。

MSIG亦擬不時使用您的姓名、地址、電話號碼及電郵地址提供產品的市場推廣及直接促銷（包括但不限於推廣、營銷及銷售）。

如您不欲MSIG將您的個人資料用作直接促銷用途，您應於右列方格加上剔號並將此通告之副本連同您要求拒絕直接促銷活動所必須提供的資料（詳情如下）郵寄至下列地址。您亦可填妥本公司網頁msig.com.hk的「查詢表格 — 拒絕直銷活動」通知我們。在您的通知中，您必須於提供以下列出的相同所需資料。 ☐

為讓我們能夠處理您以上提出的拒絕直接促銷活動之請求，請提供以下資料並寄至：香港太古城英皇道1111號9樓，資料保護主任收。
姓名：
聯絡電話：
香港身份證號碼： **（作識別之用）**
保單號碼/證書編號/確認編號（如適用）：
附註：此拒絕直接促銷活動要求將會取代您先前給予MSIG一切關於直接促銷的指示。

根據條例，您有權：(a) 知悉我們所持有的個人資料種類；(b) 知悉我們所持有的個人資料的主要用途；(c) 查閱我們所持有的您的個人資料；(d) 更正我們所持有的您的個人資料；及 (e) 查詢我們有關個人資料的政策和實務。如您希望行使這些權利，請致函香港太古城英皇道1111號9樓，我們的資料保護主任收。

如您對此個人資料收集聲明有任何疑問或須協助，請致電+852 3122 6922 與我們聯絡。

投保人簽署

日期 _____（日/月/年）