



# Third Party Liability Report/Claim Form

## 第三者責任保險事故報告/索償申請表

This form must be completed truthfully and accurately. If the space is not enough or no applicable field available, please supplement information by attachment.  
請正確填寫此申請表。如果表格空間不足或沒有適用之欄位，請以附件補充資料。

The list of documents required is not exhaustive and we reserve our right to request from you any additional information/documentation, as necessary. The submission of an incomplete form or insufficient information or supporting documents may delay the processing or result in the denial of your claim.  
各部份之「所需文件」只是概括要求，本公司保留權利在有需要時要求閣下提供更多文件以處理有關的索償申請。如所遞交的索償申請表未填妥或有關資料或文件不足，閣下的索償申請有可能會受延誤或被拒絕。

The completed form should be returned to us together with all supporting documents as soon as possible at the following address:

請填妥索償申請表並連同所有有關文件盡快寄回以下地址：

AIG Insurance Hong Kong Limited (Macau Branch)  
Claims Department  
Unit 506, 5/F, ALA Tower, No 251A-301 Avenida Comercial de Macau  
Facsimile: 853 2835 5299  
Telephone: 853 2835 5602 / 6321 3633  
Email address: claim.mo@aig.com  
www.aig.com.hk/macau

美亞保險香港有限公司（澳門分行）  
賠償部  
澳門商業大馬路251A-301號友邦廣場5樓506室  
傳真：853 2835 5299  
電話：853 2835 5602 / 6321 3633  
電郵地址：claim.mo@aig.com  
www.aig.com.hk/macau

### Section I - General Information 第一部份 一般資料

Policy/certificate no. 保單號碼	Name of insured (Chinese & English) 受保人名稱 / 姓名 (中文及英文)	ID card no. / passport no. 身份證 / 護照號碼
Name of contact person 聯絡人姓名	Telephone no. (Office) 電話號碼 (辦公室)	Telephone no. (Mobile) 電話號碼 (手提電話)
Contact person's e-mail address 聯絡人電郵地址	Mailing address of insured 受保人聯絡地址	
Name of agent/broker 經紀姓名	Agent / broker's email address 經紀電郵地址	Agent / broker's telephone no. (Mobile) 經紀電話號碼 (手提電話)
Please provide full details of all claims made against any insurance company in the past 5 years, if any. 於過去五年內，閣下有否向任何保險公司申請索償？如有，請詳細說明。		

### Section II - Description of Incident 第二部份 事件發生詳情

Date of incident 事發日期 DD MM YYYY 日 月 年	Time of incident 時間 <input type="checkbox"/> <input type="checkbox"/> A.M. / P.M. 上午 / 下午	Place of incident 地點
Full description of the circumstances 詳述事件發生的經過		
Name & address of the police station where the incident was reported to, if applicable 報案警署名稱及地址 (如適用)		
Date of report 報案日期 DD MM YYYY 日 月 年	Time of report 報案時間 <input type="checkbox"/> <input type="checkbox"/> A.M. / P.M. 上午 / 下午	Report no. 案件編號

## Section III - Witness 第三部份 證人

Name of witness 證人姓名	Telephone no. 電話號碼
Mailing address 聯絡地址	

## Section IV - Third Party 第四部份 第三者

Name of the person injured, or the owner of the damaged property 傷者或受損財物主姓名	Telephone no. 電話號碼
Mailing address 聯絡地址	
Nature and extent of injury, damage or loss 受傷/損毀/損失的性質及程度	
Has any claim been made against you? 閣下有否收到索償?	Claim amount (Please indicate the currency) 索償金額 (請註明貨幣)
Please give additional information, which would help us in dealing with any claim made against you 如有任何補充資料, 請提供	
Remarks : Any lawsuit, demand, claim or proceeding of any types relating to the incident of which becomes aware of, and received from the third party claimant, should be immediately forwarded to us without acknowledgement. 備註 : 如收到任何第三者對有關事件的索償要求、法庭傳票、通告及書面命令, 或涉及任何法律訴訟, 切勿自行處理, 應立即通知及提交本公司處理 未得本公司事先同意前, 不要向第三者承認任何責任或達成和解或付款承諾	

## Section V - Declaration and Authorization 第五部份 聲明及授權

A. The undersigned Insured(s) / Claimant(s) HEREBY DECLARE that to the best of the Insured(s) / Claimant(s) knowledge and belief, the above statement and particulars contained are true and complete in every respect and are made without reservation of any kind.

B. In relation to the personal data collected in this claim form, the Insured(s)/Claimant(s) agree and acknowledge that:

- (unless specifically indicated otherwise in this form) the personal data requested in this form (or otherwise provided during the course of the claim process) is necessary for AIG Insurance Hong Kong Limited (Macau Branch) ("AIG Macau Branch") to process the insurance claim and any such data not provided may mean the claim cannot be processed.
- the personal data collected in this form may be used by AIG Macau Branch for purposes which include 1) assessing, investigation, adjusting and making a decision on this claim; 2) otherwise for the purpose of administering the insured(s)' insurance policy (including pursuing recovery from reinsurers) and 3) for other purposes stated elsewhere in this form.
- AIG Macau Branch may transfer the personal data to its head office in Hong Kong or to the following classes of persons (whether based in Macau, Hong Kong or other jurisdictions) for the purposes identified in (b) above:
  - third parties providing services related to the administration of the Insured's policy (including reinsurers);
  - financial institutions for the purpose of processing this application and obtaining policy payments;
  - loss adjusters, assessors, third party administrators, emergency providers, legal services providers, retailers, medical providers and travel carriers;
  - another member of the AIG group (for all of the purposes stated in (b)) in any country; or
  - other parties referred to in AIG Macau Branch's Data Privacy Policy for the purposes stated therein.
- The Insured(s)/Claimant(s) may gain access to, or request correction of their personal data (in both cases, subject to a reasonable fee) at any time, by writing to the Privacy Compliance Officer of AIG Insurance Hong Kong Limited (Macau Branch) at Unit 506,5/F, AIA Tower, No 251A-301 Avenida Comercial de Macau or enquiry.mo@aig.com. The full version of AIG Macau Branch's Data Privacy Policy can be found at [www.aig.com.hk/macau](http://www.aig.com.hk/macau).

C. The Insured(s) / Claimant(s) hereby irrevocably authorize:

- any organization, institution, or individual that has any information, record or knowledge of the Insured(s)' health and medical history or any treatment or advice rendered thereto to disclose to AIG Macau Branch such information, record and knowledge;
- AIG Macau Branch or any of its approved medical examiners or laboratories to perform the necessary medical assessment and tests to underwrite and evaluate the Insured(s)' health status in relation to the Claims therein and any matter arising therefrom. These tests may include, but are not limited to, tests for cholesterol and related blood lipids, diabetes, liver or kidney disorders, acquired immunodeficiency syndrome (AIDS), infection by any human immunodeficiency virus (HIV), immune disorder or the presence of medications, drugs, nicotine or their metabolites;
- the police that has any of the Insured(s)' information to provide AIG Macau Branch with the information including but not limited to the police reports, witness statements, investigation and/or prosecution results;
- airline(s) that has/have any of the Insured (s)' information to provide AIG Macau Branch with the information including but not limited to flight details, booking details, irregularities reports and all information related to the Insured (s)' bookings; and
- any organization institution or individual that has any information, record or knowledge of the Insured(s)' travel record to disclose to AIG Macau Branch such information, record and knowledge.

This authorization shall bind the Insured(s) / Claimant(s) successors and assigns and remain valid notwithstanding the Insured(s) / Claimant(s) death or incapacity in so far as legally permissible. A photocopy of this authorization shall be as valid as the original.

A. 於本索償申請表簽署之受保人 / 索償申請人謹此聲明盡其所知所信, 上述所申報的一切資料均屬正確無誤, 並無任何保留。

B. 就有關從此索償申請表所收集的個人資料, 受保人 / 索償申請人同意及確認:

- 除非於本表格上另有訂明, 本表格所要求提供的個人資料 (或於處理索償時所要求提供的個人資料) 是供美亞保險香港有限公司 (澳門分行) ("美亞保險澳門分行") 處理保險索償申請的所需資料, 若未能提供任何所需資料索償申請則可能不被處理;
- 美亞保險澳門分行可按列於其私隱政策的用途使用此表格所收集的個人資料, 其用途包括: 1) 評核、調查、調整及就此索償申請作出決定; 2) 管理受保人的保單(包括向再保險公司索取賠償)及3) 任何於本表格其它位置列明的目的;
- 美亞保險澳門分行亦可向其位於香港的總公司或以下類別的人士 (不論在澳門、香港或其它地區) 轉交該些個人資料, 作上述 (b) 項所列明之用途:
  - 提供有關本人 / 吾等保單管理服務的第三者 (包括再保險公司);
  - 財務機構, 作處理此申請及收取保費;
  - 公證人、調查員、第三者管理人、緊急支援服務提供者、法律服務提供者、零售商、醫療提供者、及交通工具機構, 以處理索償事宜;
  - 其在任何國家之AIG集團之成員公司, 作上述 (b) 項所有列明之用途; 或
  - 其它於美亞保險澳門分行私隱政策所列明的人士, 作於私隱政策列明之用途。
- 受保人 / 索償申請人可隨時致函到美亞保險香港有限公司(澳門分行)之私隱事務主任(地址: 澳門商業大馬路251A-301號友邦廣場5樓506室或電郵: enquiry.mo@aig.com) 查閱、或要求修改其個人資料 (美亞保險澳門分行可查閱及修改要求收取合理費用) 美亞保險澳門分行私隱政策的全文載於[www.aig.com.hk/macau](http://www.aig.com.hk/macau)。

C. 受保人 / 索償申請人茲授權:

- 任何知悉或擁有受保人之健康狀況及病歷或任何治療或諮詢記錄或資料及管為或將為受保人診治之機構、組織或人士, 向美亞保險澳門分行透露有關資料及記錄;
- 美亞保險澳門分行或任何其認可之驗身醫生或化驗所, 替受保人進行所需之醫療評估及測試, 並對受保人之健康狀況進行審核及評估, 作為處理本案索償申請及其後與之有關的賠償事宜。此等化驗包括, 但並不限於膽固醇及有關之血脂、糖尿病、肝或腎功能失常、愛滋病或感染人體免疫力缺乏病毒、免疫系統失常或體內藥物、毒品、尼古丁及其代謝產物之含量等化驗;
- 警方向美亞保險澳門分行提供有關受保人之任何資料包括但不限於警察報告、証人口供、調查及 / 或檢控結果;
- 航空公司向美亞保險澳門分行提供有關受保人之任何資料包括但不限於航班資料、訂位資料、違規報告及所有有關受保人之訂位資料; 及
- 任何知悉或擁有受保人之出入境資料紀錄之機構、組織或人士向美亞保險澳門分行透露有關資料及紀錄。

此授權書不得撤回。在法律許可下, 即使受保人 / 索償申請人死亡或喪失能力, 此授權書仍然存有法律效力, 而受保人/索償申請人之繼承人及轉讓人亦會受此授權書約束。此授權書之副本與正本均屬有效。

Name of insured 受保人名稱 / 姓名	Signature of insured with company chop, if applicable 受保人簽署及蓋章(如適用)
ID card no. / passport no. 身份證/護照號碼	Date 日期 DD 日 MM 月 YYYY 年