

(Please complete in block letters 請用正楷填寫)

### MAKING A CLAIM 索償須知

1. Please **READ** your policy and relevant documents to check if your claim is covered under the policy terms and conditions.
2. Please complete this form in block letters and submit it together with all relevant documents to  
Claims Department at "Allied World Assurance Company, Ltd 22/F One Island East, Taikoo Place, 18 Westlands Road, Quarry Bay, Hong Kong".

1. 請查閱保單細則及有關文件，確保該項索償已納入為承保範圍之內。
2. 請用正楷填寫表格，連同有關證明文件，送交 Allied World Assurance Company, Ltd 世聯保險有限公司理賠部，  
地址為香港鰂魚涌太古坊華蘭路 18 號港島東中心22樓。

Tel 電話：+852 2968 3221 Fax 傳真：+852 2917 6179 Email 電郵：hk\_claims@awac.com

<b>Policy No.</b> 保單號碼			<b>Period of Insurance</b> 保險期	<b>From</b> 由	<b>To</b> 至
<b>Insured</b> 受保人	<b>Name</b> 姓名		<b>Telephone No.</b> 電話號碼		
	<b>Postal Address</b> 郵遞地址				
	<b>Occupation</b> 職業		<b>Email</b> 電郵		
<b>Insured Vehicle</b> 受保車輛	<b>Registration No.</b> 車牌號碼		<b>Date of First Registration</b> 首次登記日期		
	<b>Year of Manufacture</b> 製造年份	<b>Cubic Capacity</b> 汽缸容量	<b>Make &amp; Model</b> 款式及型號		
	<b>Color</b> 顏色		<b>Type of Body</b> 車型		
	<b>Engine No.</b> 引擎號碼		<b>Chassis No.</b> 底盤號碼		

### FOR TRAFFIC ACCIDENT / THEFT DAMAGE 申報交通意外 / 盜竊損失

<b>Use of Insured Vehicle at the time of accident</b> 發生意外時受保汽車作何用途	<b>a) Was the vehicle being used with Insured's knowledge &amp; consent?</b> 該車是否獲得受保人認許下使用		<b>Yes / No</b> 是 否	
	<b>b) Circle exact purpose for which the vehicle was being used</b> 圈出意外發生時該車作何用途 Domestic use / Commercial / Hired / Rewards / Motor trade / Others, please state 自用 商業用途 出租 報酬 試車 其它，請說明 _____			
	<b>c) Details of passenger(s) 乘客詳情:</b> <b>Name &amp; Telephone No. 姓名及電話號碼</b>			
<b>Relationship with the driver: colleagues / friends / relatives / others, please state</b> 與駕駛者關係 同事 朋友 親戚 其它，請說明 _____				
<b>Driver 駕駛者</b> <b>Please submit a copy of the driver's driving licence &amp; HKID card</b> 請附上駕駛者之駕駛執照及香港身份證副本	<b>Name</b> 姓名		<b>Telephone No.</b> 電話號碼	
	<b>HKID Card No.</b> 香港身份證號碼		<b>Date of Birth</b> 出生日期	
	<b>Occupation</b> 職業		<b>Current Period of License: from to</b> 駕駛執照有效期間 由 至	
	<b>Postal Address</b> 郵遞地址			

Driver (Con't) 駕駛者 (續)	Driving Experience State 駕駛經驗:		
	1) years of driving experience 有若干年駕駛經驗		Y 年 M 月
	2) any accident in the past & details 過去曾否發生意外事件，請列出詳情		
	3) any conviction or motoring offences & details 過去曾否觸犯交通條例，請列出詳情		
	4) any physical impairments & details 駕駛者身體有否任何缺陷，請列出詳情		
	5) own any other car & who is the insurer 駕駛者有否車輛向其他公司投保		
Witness 見證人	Name 姓名		Telephone No. 電話號碼
	Postal Address 郵遞地址		
Accident 肇事詳情	Date 日期	Time 時間	Speed of Vehicle 車速
	Place 地點		
	Description of accident 肇事過程		
	Sketch: 肇事草圖		

After the Accident 肇事後	1) Whether the vehicle has been remanded and / or examined by the police? 警方有否將承保之車輛扣押及 / 或檢查 If yes, what is the result? 如有，結果如何？		Yes / No 有 否
	2) Whether the driver has been asked to perform any alcohol test? 警方有否要求駕駛者測試酒精含量 If yes – what is the result? Please provide a copy of that record. 如有 – 結果如何？請提供測試結果副本。		Yes / No 有 否
	3) Whether the owner and / or driver get prosecuted by the police? 警方有否向車主及 / 或駕駛者提出檢控？		Yes / No 有 否
Report to Police 報案詳情	Date of report 報告日期	Case No. 案件號碼	
	Which Police Station 警署地區		
Particulars of Bodily Injury / Deceased 受傷 / 死亡詳情	Name 姓名	Age 年齡	
	Postal Address 郵遞地址		
	Nature & Extent of Injury 受傷性質及程度		
	In Own Vehicle 在自己車內	Owner / Driver / Passenger / Employee 車主 駕駛者 乘客 僱員	
	In Third Party Vehicle: 在第三者車內	Owner / Driver / Passenger / Pedestrian 車主 駕駛者 乘客 途人	
Particulars of Third Party Vehicle 第三者汽車詳情	Name 姓名	Vehicle Registration No. 車牌號碼	
	Postal Address 郵遞地址		
	Details of Third Party Insurers 承保第三者汽車的保險公司		
Particulars of Third Party Properties 第三者財物詳情	Damaged Details 損壞情況		

FOR STOLEN CAR 申報失車	
Circumstances of the Theft 失竊情況	Date & Time 日期及時間 _____ Place 地點 _____
	Please state the name and address of the management office for the Car Park (if applicable). Whether you own the parking space or hire it on a monthly basis? 請陳述停車場管理處的名稱及地址 (如有)。你是否擁有該失車的車位或以月租形式使用？
	Who handled your car keys within three months before the theft? 在失竊前三個月內，誰人持有失車之鑰匙？
	Did you have any duplicate keys? If so, who kept these? 你是否有失車的後備鑰匙？如有，誰人保管？
	What security devices were activated at time of theft, i.e. alarm system, engine immobilizer, steering wheel brace or others? 在失竊時車內有甚麼防盜裝置，如防盜系統、引擎停止器、駕駛軚盤鎖或其它？
	Has your car been driven to Mainland China? If so, where? 你曾否駕駛該失車前往中國大陸？如有，曾前往何處？
	Any other details or suspicions? 任何其它詳情及可疑之處？