

Damage to Underground Services Claim Form **US**

地下設施受損索償表格

Personal Information Collection Statement

Purposes of Collection

The information you provide us is used for the purposes of:

- carrying out your instructions, arranging and providing the requested insurance covers;
- providing services relating to insurance covers contracted, including settlement of claims;
- providing you with information concerning the business or products of our company or of our subsidiary or associated companies;

and for any other purposes related to the above. Failure to supply such information may result in our being unable to provide the requested insurance covers or related services.

Transfer of Personal Data

Personal information held by us is kept confidential but we may provide such information to :

- reinsurers, intermediaries, contractors, third-party service providers, and other persons who provide services to us in connection with our business;
- statutory governmental or regulatory bodies or insurance industry organisations and institutions;
- our subsidiary or associated companies.

Access to Personal Data

You have the right to obtain access to and to request correction of any personal information concerning yourself held by Falcon Insurance Company (Hong Kong) Limited. Request for such access can be made to :

Data Protection Officer
Falcon Insurance Company (Hong Kong) Limited
Suites 7-11 3/F Cityplaza Four
No.12 Taikoo Wan Road
Taikoo Shing
Hong Kong

個人資料收集聲明

收集目的

閣下所提供的資料將用作於：

- 執行閣下的指示及安排閣下要求的保險保障，
- 提供保險合約內的有關服務，包括理賠服務，
- 為閣下提供本公司或附屬公司、聯營公司的業務和產品資訊，

及與以上有關的其他業務運作。倘若閣下提供的資料錯誤或不完整，會導致本公司無法按閣下之要求提供保險保障和有關服務。

個人資料轉交

本公司對個人資料是絕對保密，惟可能提供此資料予：

- 任何向本公司提供有關業務運作服務之人仕、再承保公司、中介人及其他承約商，
- 官方監管機構及保險界組織及團體，
- 本公司的附屬公司及聯營公司。

索閱個人資料

閣下有權查閱及要求更正由富勤保險(香港)有限公司持有有關閣下的個人資料，如有此項要求，可向富勤保險(香港)有限公司索閱：

資料保護主任
富勤保險(香港)有限公司
香港太古城
太古灣道十二號
太古城中心第四期三樓七至十一室



1. Name of Insured _____
保戶姓名 _____
Policy No. _____ Communication Address _____
保單號碼 _____ 聯絡地址 _____

Contact Person _____ Contact No. _____
聯絡人姓名 _____ 聯絡電話 _____

2. Site of Contract _____ Loss Date & Time _____
合約地點 _____ 意外日期及時間 _____
Type of Service Damaged _____
損毀設施的類別 _____
Name of Owner of Service _____
該設施的物主姓名 _____
Was the damaged service a private service or utility service? _____
該損毀物件是否是私人設施或是公用設施? _____
Possible Age of Service _____
該設施的大約年齡 _____

3. Description of Loss Circumstances _____
詳述事發過程 _____

Work being undertaken at time of loss, and _____
事發時，進行何種工序，及 _____
Type of Equipment being used _____
使用何種工具 _____
Why were the services damaged? _____
為甚麼該設施遭受損毀? _____

4. Sketch (showing location of damage and trial pits as applicable)
草圖 (請適當地顯示事發及試掘坑的地點)

5. Did you make enquiries about the position of the services and obtain a plan? Yes No
你是否已詢問有關設施的位置及索取其示意圖? 是 否

If "yes", please reply to the following and **also provide us the copy of the related documents and plan** :
如「是」, 請回應以下問題及**提供有關文件與及示意圖的副本**:

- Who made the enquiry? _____
詢問者是誰

- Name and position of the person to whom you made enquiries _____
諮詢人的姓名及職位

- From which authority was the plan obtained? _____
從那部門獲得示意圖

If "no", please explain _____
如「否」, 請解釋

6. Did you dig trial pits to discover the services? Yes No
是否在試挖掘坑時發現該設施? 是 否

- If "no", please explain _____
如「否」, 請解釋

Were the position and depth of the damaged services marked on the plan? Yes No
該損毀設施的位置及深度是否已標記在示意圖內? 是 否

- If "yes", please state the position and depth _____
如「是」, 請述其位置及深度

If the damaged services were not in the position and depth as marked on the plan, please give the details
如該損毀設施的位置及深度不符合在示意圖內的標記, 請詳述

Was there any disclaimer on the plan? Yes No
在示意圖內, 是否註有免責條款? 是 否

I/We confirm that I/we have read and fully understand the Purpose of Collection of my personal data. I/We agree to the transfer of my data to the relevant parties as stated in the section of Transfer of personal Data.
本人/吾等確認已閱讀, 並清楚明白收集本人/吾等個人資料之目的。本人/吾等同意富勤保險(香港)有限公司, 將本人/吾等的個人資料, 根據“個人資料轉交”一項所列, 移交予有關人仕。

I/We hereby declare that to the best of our knowledge and belief, the above statements are fully and truly made.
本人/吾等謹此證實及聲明以上所述及於損失或損毀清單內所述之內容皆屬真實, 並無隱瞞或保留。

Signature of Insured (with company chop if Incorporated)
保戶簽署(及公司蓋章, 如適用者)

Position
職位

Date
日期

Claims Procedures – Damage to Underground Service 地下設施受損索償程序

- | | |
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| <p>1. If the extent of damage is extensive, call us or your insurance agent/broker immediately. We may need to instruct a loss adjuster to investigate the incident right away.</p> | <p>如設施受損情況嚴重，請即致電本公司或閣下/貴公司的保險代理。本公司有可能委派公証行即時展開調查。</p> |
| <p>2. Do not discuss with the property owner or his representative who should be responsible for the damage.</p> | <p>切勿與物主或其代表商討是次事件的責任問題。</p> |
| <p>3. Report to the Police if any criminal action is involved or when requested by the property owner or his representative.</p> | <p>如事件涉及刑事罪行，或物主或其代表要求時，請即通知警方。</p> |
| <p>4. Report to the relevant authority or parties, if necessary, e.g. the Fire Services Department in case of a fire.</p> | <p>如有需要，請即通知所有有關部門及人仕。例如：火警時，需通知消防署。</p> |
| <p>5. Take pictures of the accident scene and the damaged services (full view and close up).</p> | <p>拍攝現場及受損設施之相片（全景照及大特寫照）。</p> |
| <p>6. Note down the name(s) and address(es) of any witness(es).</p> | <p>記錄見證人的姓名及地址。</p> |
| <p>7. Note down the name and address of the property owner or his representative.</p> | <p>記錄物主或其代表的姓名及地址。</p> |
| <p>8. If the property owner or his representative wishes to claim for compensation, suggest him to write to us or your insurance agent/broker with details of his claim.</p> | <p>物主或其代表表示要求賠償，請通知對方來函本公司或閣下/貴公司的保險代理，並提供詳盡損失情況。</p> |
| <p>9. Complete and return the attached claim form to us or send it through your insurance agent/broker along with the relevant color pictures, documents and plan.</p> | <p>閣下/貴公司需填妥附上的索償表格，連同有關彩色照片、文件及示意圖，直接或經由閣下/貴公司的保險代理交回本公司。</p> |
| <p>10. All correspondences from the property owner or his representative, including Notices of any intended prosecution or court proceedings, should be forwarded to us (or through your insurance agent/broker) immediately unanswered.</p> | <p>如收到任何由物主或其代表所發出的文件，包括法庭所發出的控告狀或告票，切勿作出任何回應，並需即時直接或經由閣下/貴公司的保險代理轉交本公司。</p> |