

# Public / Product liability accident report form

## 公共/產品責任意外報告書

**Important: The issuance of this claim form is no admission of liability on the part of Insurers**

重點:此表格之發給並非表示保險公司已承諾任何責任

1. Name Of Insured 保戶 _____ Postal Address 通訊地址 _____ Business/Occupation 行業/職業 _____ Address of Insured Premises 投保地址 _____ _____	Policy No. 保單號碼 _____ Telephone (Home) 電話(住宅) _____ Telephone (Office) 電話(辦公室) _____ Fax no. 傳真號碼 _____ e-mail address 電郵地址 _____
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2. Date, time and place of incident 發生事件之日期, 時間及地點	
3. Detailed description of incident and a copy of the incident report, if there is any 事件發生之詳情,如閣下備有事故報告,請提供副本 Cause of incident 事件之原因	
4. (a) Name, address & telephone No. of injured person, if any 傷者之姓名, 地址及電話號碼 (b) Nature and extent of injury 傷勢之性質及程度 (c) Was the injured person sent to hospital? 傷者有否被送院 (d) Relationship between you and the injured 您與傷者之關係	(a) (b) (c) (d)
5. (a) Name and address of owner of Property damaged 受損財物之屋主姓名及地址 (b) Details & extent of damaged property 財物損毀詳情 (c) Estimated cost of repair 估計修理費用	(a) (b) (c)
6. Is/are other wrongdoer(s) involved in the same incident? If yes, please state the name(s) address(es) & telephone No(s) of the wrongdoer(s) 有否其他犯錯者牽涉在這宗事件中,如有,請詳述其姓名, 地址及電話號碼	
7. Has any communication, verbal or written, been made to you by or on behalf of any injured person(s) or owner(s) of the damaged property? If so, give particulars (any written communication received must be forwarded to us immediately unanswered for our handling) 詳述曾否收到有關是次事件之任何信件或投訴 (有關是次事件之任何函件於未答覆前請即交到本公司以便處理)	
8. Has any step been taken to compromise or settle the matter. If so, please state its nature and by whom it was carried out with compensation figure and withhold any further communication with any involved party 有否為這事件作出任何承諾及賠償?如有, 請詳述其性質及執行者連同賠償數目並暫時停止一切興意外/事件涉及之有關人等	
9. When, and by whom, was the incident reported to you? 事件在何時及由何人報告	
10. Name(s), address(es) and telephone No(s). of witness(es) of incident, if any 目擊証人之姓名, 地址及電話號碼	
11. Was the incident reported to the police? If so, at which station 事件有否報案及在何處報警	
12. Enclose photographs, if any 請寄附即有相片	

**Declaration and authorization**

**聲明及授權**

I/We hereby declare that to the best of my/our knowledge and belief, the above statements are fully and truly made.  
本人確信以上所列之各項乃屬完全真實無偽。

I/We understand and agree the following issues about the arrangement of my/our personal information collected or held by Zurich Insurance Company Ltd.

本人/吾等明白並同意以下有關 **Zurich Insurance Company Ltd** (「本公司」) 處理所收集及保存本人/吾等之個人資料的安排。

1. The personal information of customers (include policy owners, insured persons, beneficiaries, premium payors, trustees, policy assignees and claimants) collected or held by **Zurich Insurance Company Ltd** (“**Company**”) may be used by the Company for the following **obligatory purposes** necessary in providing services to the customers (otherwise the Company is unable to provide services to customers who fail to provide the required information):

由 **Zurich Insurance Company Ltd** (「本公司」) 收集或持有的客戶 (包括保單持有人、受保人、受益人、保費付款人、信託人、保單受讓人及索償人) 個人資料，均可供本公司使用作以下**強制性用途**，以便為客戶提供服務(否則本公司將無法為未能提供所需資料的客戶提供服務)：

- (1) to process, investigate (and assist others to investigate) and determine insurance applications, insurance claims and provide ongoing insurance services;  
辦理，調查(及協助他人調查)和決定保險申請、保險索償及提供持續的保險服務；
- (2) to process requests for payment, and for direct debit authorization;  
辦理付款要求及直接付款授權；
- (3) to manage any claim, action and/or proceedings brought against the customers, and to exercise the Company's rights as more particularly defined in applicable policy wording, including but not limited to the subrogation right;  
處理任何對客戶的索償、訴訟及/或司法程序；以及行使本公司的權利 (詳情見適用保單條款所定)，包括但不限於代位權；
- (4) to compile statistics or use for accounting and actuarial purposes;  
編撰統計數字，或作會計及精算用途；
- (5) to meet the disclosure requirements of any local or foreign law, regulations, codes or guidelines binding on the Company and/or its group (“**Zurich Insurance Group**”) and conduct matching procedures where necessary;  
符合對本公司及/或其所屬集團 (「**蘇黎世保險集團**」) 具約束力的任何本地或外國法例、規則、守則或指引的披露規定及如需要時進行核對程序；
- (6) to comply with the legitimate requests or orders of the courts of Hong Kong and regulators including but not limited to the Insurance Authority, Hong Kong Federation of Insurers, auditors, governmental bodies and government-related establishments;  
遵循香港法院及監管機構作出的合法要求或指令，包括但不限於保險業監理處、香港保險業聯會、核數師、政府組織和政府相關機構；
- (7) to collect debts;  
債務追討；
- (8) to facilitate the Company's authorized service providers to provide services to the Company and/or the customers for the above purposes; and  
便利本公司的認可服務供應商，就上述目的為本公司及/或客戶提供服務；及
- (9) to enable an actual or proposed assignee of the Company to evaluate the transaction intended to be the subject of the assignment.  
使本公司的實際或建議承讓人能夠評核擬進行涉及有關轉讓的交易。

2. The Company may provide any personal information of customers to the following parties, within or outside of Hong Kong, for the **obligatory purposes**:-

本公司可就**強制性用途**，向以下於香港境內或境外的人士提供任何客戶個人資料：

- (1) companies within the Zurich Insurance Group, or any other company carrying on insurance or reinsurance related business, or an intermediary;  
蘇黎世保險集團成員公司，或任何進行保險或再保險相關業務的其他公司或中介人；
- (2) any agent, contractor or third party service provider who provides administrative, telecommunications, computer, payment or other services to the Zurich Insurance Group in connection with the operation of its business;  
任何向蘇黎世保險集團提供行政、電訊、電腦、付款或其他與其業務運作有關的服務的代理人、承包商或第三方服務供應商；
- (3) third party service providers including legal advisors, accountants, investigators, loss adjusters, reinsurers, medical and rehabilitation consultants, surveyors, specialists, repairers, and data processors;  
第三方服務供應商，包括法律顧問、會計師、調查員、理賠師、再保公司、醫護及復康顧問、考察員、專家、維修人員、及資料處理者；
- (4) credit reference agencies, and, in the event of default, any debt collection agencies or companies carrying on claim or investigation services;  
信貸諮詢機構、而在客戶欠賬時，任何債務追收代理或進行索償或調查服務的公司；
- (5) any person to whom the Zurich Insurance Group is under an obligation to make disclosure under the requirements of any law binding on the Zurich Insurance Group or any of its associated companies and for the purposes of any regulations, codes or guidelines issued by governmental, regulatory or other authorities with which the Zurich Insurance Group or any of its associated companies are expected to comply;

## Private & Confidential 私人及保密文件

根據對蘇黎世保險集團或其任何關連機構具約束力的任何法例，及就任何由政府、監管或其他機關所頒佈且蘇黎世保險集團或其任何關連機構預期須遵守的任何規例、守則或指引而言，蘇黎世保險集團有責任向其作出披露的任何人士；

- (6) any person pursuant to any order of a court of competent jurisdiction; and  
根據主管司法權區的法院的任何頒令的任何人士；及
- (7) any actual or proposed assignee of the Zurich Insurance Group or transferee of the Zurich Insurance Group's rights in respect of the policy owners:  
蘇黎世保險集團的任何實際或建議承讓人或蘇黎世保險集團對保單持有人的權利的受讓人。

3. All customers have the right to access to, correct, or change any of their own personal information held by the Company by request in writing to the Company's Personal Data Privacy Officer at the address below.

所有客戶均有權以書面向本公司之個人資料私隱主任（地址如下）要求查閱、修正及／或更改由本公司所持有有關其本身的任何個人資料。

Personal Data Privacy Officer  
26/F, One Island East  
18 Westlands Road  
Island East  
Hong Kong

個人資料私隱主任  
香港港島東華蘭路 18 號  
港島東中心 26 樓

4. In accordance with the Ordinance, the Company has the right to charge a reasonable fee for processing any data access request.

根據私隱條例，本公司有權收取合理費用，藉以處理任何資料的查閱要求。

5. In the event of any discrepancy or inconsistencies between the English and Chinese versions of this notice, the English version shall prevail.

本通知的中英文版本如有任何歧異或不一致，概以英文版為準。

\_\_\_\_\_  
Insured's Signature with Company Chop 保戶簽署及公司蓋印

\_\_\_\_\_ Year 年 \_\_\_\_\_ Month 月 \_\_\_\_\_ Date 日

蘇黎世保險有限公司(於瑞士註冊成立之公司)

理賠部：香港港島東華蘭路 18 號港島東中心 25 - 26 樓

電話：29039388 圖文傳真：29681660

Zurich Insurance Company Ltd (a company incorporated in Switzerland)

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