



中國太平保險(香港)有限公司

China Taiping Insurance (HK) Company Limited

香港北角京華道18號15樓

15/F., 18 King Wah Road, North Point, Hong Kong

Tel: (852) 2815 1551 Fax: (852) 2541 6567 E-mail: info@hk.cntaiping.com Website: www.hk.cntaiping.com Customer Service Hotline: (852) 3716 1616

教育局綜合保險計劃 – 僱員補償保險

EDUCATION BUREAU BLOCK INSURANCE POLICY – EMPLOYEES' COMPENSATION INSURANCE

保單編號 Policy No. : 060103032021004428

提交索償檢查清單 CLAIM SUBMISSION CHECKLIST

- \* 如在申索時準備及提供以下資訊和文件，貴校的個案將可快速及有效的處理。感謝協助。
- \* We could proceed the claim with a more efficient way if we receive all necessary information and documents listed below. Thank you for your assistance on the matter.

僱員姓名 Name of Injured Employee: \_\_\_\_\_

意外日期 Date of Accident: \_\_\_\_\_

工傷病假不多於 3 天 Sick Leave Not more than 3 days

資訊 Information:

出生日期 Date of Birth : \_\_\_\_\_

職業 Occupation : \_\_\_\_\_

意外如何發生 How the accident happened : \_\_\_\_\_

當時正在進行的工作 What the employee was doing at the time : \_\_\_\_\_

收入 100% 由教育局津貼支付 Salary 100% EDB subvented

收入 不是 全數由教育局津貼支付，教育局負責 \_\_\_\_\_ %

Salary **NOT** 100% EDB subvented, \_\_\_\_\_ % EDB subvented.

文件 Documents:

表格 2B 副本 Copy of Form 2B

呈遞病假證明書表格 + 病假證明書正/副本

Sick Leave Certificates Submission Form + Sick Leave Certificates

呈遞醫療費用收據 + 醫療費用收據正本 (如有)

Medical Expenses Receipts Submission Form + Original Medical Expenses Receipts (if any)

工傷病假多於 3 天 Sick Leave more than 3 days

資訊 Information:

收入 100% 由教育局津貼支付 Salary 100% EDB subvented

收入 不是 全數由教育局津貼支付，教育局負責 \_\_\_\_\_ %

Salary **NOT** 100% EDB subvented, \_\_\_\_\_ % EDB subvented

文件 Documents:

表格 2 副本 Copy of Form 2

呈遞病假證明書表格 + 病假證明書正/副本

Sick Leave Certificates Submission Form + Sick Leave Certificates

呈遞醫療費用收據 + 醫療費用收據正本 (如有)

Medical Expenses Receipts Submission Form + Original Medical Expenses Receipts (if any)

授權書 Letter of Authorization

學校聯絡人:  
School Contact Person: \_\_\_\_\_

聯絡電話:  
Contact Phone No. \_\_\_\_\_

日期:  
Date : \_\_\_\_\_  
(日/月/年 dd/mm/yyyy)

學校蓋章:  
School Chop : \_\_\_\_\_