

**QBE HONGKONG & SHANGHAI INSURANCE LIMITED**33/F, Oxford House, Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong  
Email: qbehksiclaims@qbe.com Tel: 2877 8608 www.qbe.com.hk

昆士蘭聯保保險有限公司

香港鰂魚涌英皇道 979 號濠豐大廈 33 樓

電郵: qbehksiclaims@qbe.com 電話: 2877 8608 www.qbe.com.hk

**INCORPORATED MANAGEMENT COMMITTEE (IMC) LIABILITY CLAIM NOTIFICATION FORM**  
**法團校董會責任索償表格****A. NOTES 注意事項**

- All questions must be answered as fully as possible, you may use additional sheet if necessary.  
請盡量回答本表格上所有問題。如有需要，可附上額外紙張
- This claim form shall be signed by the Principal / Supervisor and his / her authorized representative  
本表格應由校監 / 校長或其授權代表簽署
- Please send the completed claim form to [HKFINPROclaim@qbe.com](mailto:HKFINPROclaim@qbe.com)  
請將填妥之表格電郵至 [HKFINPROclaim@qbe.com](mailto:HKFINPROclaim@qbe.com)
- Please contact the claims hotline at 2287 2730 if you have any questions in relation to the completion of this form  
如閣下對填寫此表格有任何疑問，請致電理賠熱線 2287 2730
- We may contact you for further document if necessary  
如有需要，本公司將要求貴校 / 閣下提供額外證明文件以處理索償事宜。

**B. DETAILS OF THE IMC SCHOOL OR IMC MANAGER GIVING NOTIFICATION OF A CLAIM OR POTENTIAL CLAIM****通知索償或可能引致索償之受保法團校董會或校董資料**

Certification of insurance number 保險證書號碼	
Full name of the IMC 受保法團校董會全名	
Full name of the IMC manager(s) giving notification 發出通知之校董全名	
Full name of the insured person(s) who is / are the subject of the claim or potential claim 是次索償或可能引致索償之相關受保人全名	
Address of the IMC or IMC managers giving notification 發出通知的受保法團校董會或校董地址	
Tel. no. 聯絡電話	Email 電郵

**C. PARTICULARS OF CLAIMANT(S) 索償人資料**

Full name of claimant or potential claimant (i.e. the party(ies) making the claim upon the IMC / Manager) 向法團校董會提出或可能提出索償人士的全名	
Capacity 身份	<input type="checkbox"/> Teaching staff 教職員 <input type="checkbox"/> Other staff 其他職員 <input type="checkbox"/> Parent(s) 家長 <input type="checkbox"/> Student(s) 學生 <input type="checkbox"/> Others, please specify 其他, 請註明
Address 地址	
Email 電郵地址	Contact Number 聯絡電話

**D. OTHER INSURANCE DETAILS 其他保險資料**

Is there any other insurance covering this claim or potential claim, apart from the Block Insurance Policy arranged by Education Bureau? 除教育局 - 綜合保險計劃外，就是次索償或可能引致索償是否同時享有其他保險之保障？		<input type="checkbox"/> YES 是 <input type="checkbox"/> NO 否
If yes, please provide the below information 如有，請提供以下資料		
Name of insurer 保險公司名稱	Policy Number 保單號碼	
Type of Insurance 保單種類	Claim Number 賠案號碼	
Policy Period 保障期	Insurer's contact details 保險公司聯繫資料	

E. DETAILS OF CLAIM OR CIRCUMSTANCE 索償事件資料		
Category 類別		Document required 所需文件
<input type="checkbox"/> Employment Dispute 聘僱糾紛	<input type="checkbox"/> Unfair treatment 不公平待遇 <input type="checkbox"/> Wrongful dismissal 不合理解僱 <input type="checkbox"/> Others, please specify 其他，請詳述事件	<ul style="list-style-type: none"> <li>• Employment contract 僱傭合約</li> <li>• Warning Letters 警告信</li> <li>• Notice of Termination 解僱通知</li> <li>• Minutes 會議記錄</li> <li>• Complaint Letter / Claim Notice 投訴信 / 索償通知</li> <li>• All relating correspondence 其他相關通訊記錄及文件</li> </ul>
<input type="checkbox"/> Alleged violation of regulations 涉嫌違反條例	<input type="checkbox"/> Personal Data (Privacy) Ordinance 個人私穩條例 <input type="checkbox"/> Ordinance relating to discrimination 歧視相關條例 <input type="checkbox"/> Others 其他，請詳述事件	<ul style="list-style-type: none"> <li>• Complaint Letter / Claim Notice 投訴信 / 索償通知</li> <li>• Letter issued by the commissioner 相關委員會發出之信件</li> <li>• Incident Report, if any 事件報告</li> <li>• All relating correspondence 其他相關通訊記錄及文件</li> </ul>
<input type="checkbox"/> Others (Please specify) 其他，請詳述事件		
The date on which the IMC / manager first become aware of the claim or of such fact or circumstance 法團校董會或校董何時首次知悉此索償或此事件的日期		Date 日期：
The date on which the claim or the intimation of claim first made against the IMC / manager 法團校董會或校董首次收到索償要求或通知的日期		Date 日期：
Claim Amount 索償金額		
Additional details / information about which you wish to advice, or which may be of our interest, so that we will have a better understanding of this matter .If the space below is insufficient for such details, please attach another page. 如有其他資料可幫助本公司理解及處理對此事件，請在此詳述。如位置不足，請填寫於附加紙張上。		

F. DETAILS OF INSURED IMC'S RESPONSE 法團校董會
IMC's / Managers' comments in response to the claim or circumstance that might give rise to a claim 法團校董會或校董對是次事件之意見
IMC's / Managers' comment on the quantum of the claim and the estimate of the potential monetary liability, if any, to the claimant 法團校董會或校董對索償金額之意見及估計需賠償金額 (如有)

G. DECLARATION & AUTHORIZATION 聲明及授權
<p><b>Please read the explanatory note before signing this form 請在簽署此表格前詳閱附上的註譯</b></p> <p>I / We hereby declare that 本人 / 我等就此聲明：</p> <ol style="list-style-type: none"> <li>The information provided by me / us in this form is true and correct in every aspect. 本人 / 我等在此表格提供的資料全是真實正確無訛。</li> <li>I / We have not withheld from QBE Hongkong &amp; Shanghai Insurance Ltd. any information within my / our knowledge connected with the accident / incident. 本人 / 我等就本人 / 我等所知，並未有向昆士蘭聯保保險有限公司隱瞞 / 保留任何有關意外 / 事件資料。</li> <li>I / We understand the information provided by me / us in relation to this incident is provided on the basis that the same may be used to draw up pleadings on my / our behalf in the event that court proceedings are resulted from the accident / incident concerned. Any false or incorrect information provided by me / us in this form may prejudice the conduct of such proceedings and also my / our entitlement to be indemnified under the policy. 本人 / 我等明白本人 / 我等就本意外 / 事件提供的資料，有可能於日後有關本事件的訴訟中用作草擬狀書。任何失實或不正確資料將可能影響相關訴訟及損害本人 / 我等就保單索償的權利。</li> <li>I / We understand where a Statement of Truth is signed on my / our behalf based on false or incorrect information provided by me / us may subject me / us to being found in contempt of court and I / we will be subject to punishment by the Court. 本人 / 我等明白當昆士蘭聯保保險有限公司或其代表會代表本人 / 我等簽署跟據本人 / 我等所提供的資料所撰寫的「屬實申述」，而當所提供資料有所失實 / 不正確，本人 / 我等將可能被視為蔑視法庭及受到法庭的懲處。</li> <li>I / We understand and agree that QBE Hongkong &amp; Shanghai Insurance Ltd., by requesting me / us to submit and complete this form, and by requesting me / us to make the declaration and give the authorization herein, does not constitute a waiver of its rights entitled under the terms and conditions under the Policy and the law in general. 本人 / 我等明白及同意昆士蘭聯保保險有限公司要求本人 / 我等提交填妥之表格，及要求本人 / 我等聲明及授權，並不構成其於棄於保單項下的條款和條件及法例下的權益。</li> <li>Apart from the insurance policy mentioned in section D, I / we have no other policy indemnifying me / us in respect of this incident 除D部所提及的保險單外，本人 / 我等並沒有其他保單會就本事件對本人 / 我等提供保障。</li> </ol> <p><b>AUTHORIZATION 授權</b> By submitting this form, I / we authorize QBE Hongkong &amp; Shanghai Insurance Company and its legal representative to sign on my / our behalf, in any related court proceedings, a statement of truth relating to the facts provided by me / us. 本人 / 我等現授權昆士蘭聯保保險有限公司及其法律代表，就有關法庭訴訟中，代表本人 / 我等簽署「屬實申述」。</p> <p>Signature of Supervisor / Principal 校監 / 校長簽署 <span style="float: right;">Position 職位</span></p> <p>The Chop of IMC School 法團蓋章 <span style="float: right;">Date 日期</span></p>

## H. EXPLANATORY NOTES 註釋

### STATEMENT OF TRUTH 屬實申述

- As from 2 April 2009, Rules of the High Court and Rules of the District Court require the contents of the pleadings be verified by a "Statement of Truth" signed by, or on behalf of, a party to the court proceedings  
根據《高等法院規則》及《區域法院規則》，由 2009 年 4 月 2 日起，所有狀書（包括答辯書）必須以由訴訟人或其代表簽署「屬實申述」核實其內容。
- The Statement of Truth takes the form of a declaration of belief that the facts stated in the relevant pleadings are true. The standard wordings read:  
「屬實申述」以相信事實形式聲明在訴書內陳述的事實均為真確，其標準字句為：  
"I believe that the facts stated in this (name of document) are true".  
「本人相信（文件名稱）內的陳述皆為正確無訛」。
- Any person who verifies a pleadings without honest belief in the truth of the facts pleaded is liable to proceedings for contempt of court and may be punished by the Court.  
任何人士在於未能真誠相信事實情況下對訴書（包括答辯書）的內容作出屬實聲明，將可能被視為蔑視法庭及受到法庭的懲處。
- The Statement of Truth may be signed by a party himself / herself, his / her authorized legal representatives, or where an insurance company which has financial interests in the result of the proceedings brought by or against its insured may sign in its name.  
「屬實申述」可由訴訟人，或其授權的律師代表簽署。如其保險公司就訴訟結果有財務上的權益，亦可代表訴訟人簽署。

### IMPORTANT 重要事項

In each case, when the Statement of Truth is signed on behalf of the party, it remains a statement made by the party, and he / she remains liable for the consequences. In other words, if you provide false or incorrect information to the insurance company, and the insurance company or its legal representative, or legal representative instructed to represent you in the proceedings, signs the Statement of Truth based on the false or incorrect information you provided, you may be liable to contempt. It is therefore important that you make sure you only provide information which, to your best knowledge and belief, is true and correct.  
於所有訴訟中，即使「屬實申述」是由訴訟人代表簽署，該「屬實申述」仍被視為訴訟人的聲明，因此訴訟人仍須為其後果負責。換言之，如閣下提供失實或不正確資料予保險公司，保險公司的律師代表，或閣下的律師代表，而他們基於閣下所提供的失實或不正確資料代表閣下簽署「屬實申述」，閣下將可能被視為蔑視法庭及受到法庭的懲處。因此，閣下須查明所提供的資料是閣下所知及相信確為真實及正確無訛。

如中英文版本不一致，以英文版本為準。

## PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

QBE Hongkong & Shanghai Insurance Limited ("the Company") may use the personal data the Company collects about you, which may include your name, address and other contact details, date of birth, bank account or credit card details, HK ID card number, information about your dependents and health records, and which we may collect when, for example, you apply for, renew or make a claim under a policy and/or you correspond with us, for the following purposes: Insurance Services (mandatory)

1. processing and assessing of applications for any insurance products and daily operation of the related services;
2. administering your insurance policy and providing services in relation to your insurance policy;
3. any alterations, variations, cancellation or renewal of any insurance and related services;
4. investigating, analyzing, processing and paying claims made under your insurance policy;
5. invoicing and collecting premiums and outstanding amounts from you;
6. exercising any right under the insurance policy including right of subrogation, if applicable;
7. complying with the requirements under any law and regulation, industry codes, guidelines, requests from regulators, industry bodies, government agencies, law enforcement agencies and court orders;
8. to conduct research, insurance survey and analysis for the purpose of product design and development and improvement of our services to you;
9. for statistical or actuarial research undertaken by the Company, other members of the QBE Group or its regulators;
10. for the operation and administration of the Company's internal business including without limitation any corporate reorganization;
11. contacting you for any of the above purposes; and
12. other ancillary purposes which are directly related to the above purposes.

The personal data you provide to the Company may be provided or transferred to the following persons in Hong Kong or overseas for the purposes set out in the above paragraph or directly related purposes or as otherwise permitted by applicable law:

- a. any agent, advisor, contractor or third party service provider (whether within or outside the QBE Group) who provides administrative, telecommunications, computer, payment, debt collection, security, research, ratings, consulting services, product design, marketing (where you have consented to direct marketing as described below), data processing or storage or related services or any other person carrying on insurance or reinsurance related business, or an intermediary, or a claim or investigation or other service provider providing services relevant to insurance business.
- b. any association, federation or similar organization of insurance companies ("Federation") that exists or is formed from time to time for any of the above or related purposes or to enable the Federation to carry out its regulatory functions or such other functions that may be assigned to the Federation from time to time and are reasonably required in the interest of the insurance industry or any member(s) of the Federation;
- c. any members of the Federation by the Federation for any of the purposes referred to in (b) above or directly related purposes;
- d. government bodies, regulators or any other body to whom the Company or any company within the QBE Group is required to or has agreed to make disclosure under any applicable laws or regulations;
- e. lawyers;
- f. auditors; and
- g. other insurance companies within the QBE Group which have undertaken to keep such information confidential.

Some of these persons may be located in countries overseas, namely Australia and Philippines.

In the unlikely event that the Company, any companies within the QBE Group, or its or their brands or substantially all of any of its or their assets are acquired by an unrelated third party, your personal data may be one of the transferred assets. By providing your personal data to the Company, you agree that the Company may disclose your personal data, on a confidential basis, to any prospective transferee and its professional advisors for the purposes of their due diligence investigations, the completion of any such transaction and the continued operation of the acquired business.

You do not have to provide your personal data to the Company, but if you do not provide certain personal data (for example, the information indicated as mandatory on the relevant application, registration or renewal forms, or your contact details if you send us an enquiry), it would not be possible for the Company to process your application and render the services or to otherwise correspond with you.

The Company is committed to ensuring your personal data is kept secure and confidential and not kept for longer than is necessary.

### Direct Marketing of Products and Services

To provide a more comprehensive range of financial and insurance services, the Company would like to use your name and the contact details you provide to us (for example, your mobile phone number, residential phone number, office phone number, residential address, correspondence address and email address), alongside information that you provide about your age, gender and occupation (the "Marketing Personal Data"), to provide you with direct marketing communications about the Company's products and services including but not limited to the Company's insurance, banking, financial services, provident schemes and general insurance products but the Company cannot do so without your consent.

The Company intends to share, from time to time and for money and other property, your Marketing Personal Data with QBE General Insurance (Hong Kong) Limited for the purpose of marketing to you their general insurance products and services, but we will not do so without your written consent.

If you do not want to receive any direct marketing, you may withdraw your consent at any time free of charge by contacting the Company's Data Protection Officer below.

### Your rights

You have the right to ascertain the Company's policies and practices in relation to personal data, and to obtain access to and to request correction of your personal data held by the Company. Your right to access your personal data may be subject to payment of an administrative fee. Requests for such access or correction, to withdraw consent for direct marketing, or for further information about our data privacy policies and practices, can be made in writing to the Data Protection Officer, QBE Hongkong & Shanghai Insurance Limited, 33/F, Oxford House, Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong.

In case of discrepancies between the English and Chinese versions, the English version shall prevail.

Version - HKSJ Core 11.2017

昆士蘭聯保保險有限公司(本公司)所收集閣下的個人資料,包括姓名、地址及其他聯繫方式、出生日期、銀行帳戶或信用卡資料、香港身份證號碼、有關閣下的家屬資料和醫療記錄,以及本公司日後可能會在閣下投保、續保、索賠或與我們通信時收集的資料,本公司可能用作下列的用途:

保險服務(強制)

1. 處理及評估任何保險產品之申請,及有關服務之日常運作;
2. 管理閣下的保單及為閣下的保單提供相關服務;
3. 有關保險產品及服務的任何更改、變更、取消或續保;
4. 閣下保單索償的調查、分析、處理及賠償;
5. 保費通知、收集保費和款項;
6. 行使有關保險單賦予的任何權利包括代位權,如適用;
7. 遵守及符合任何法例及條例規定的要求、行業守則、指引、監管機構、相關行業認可機構、政府機構、執法機構及法庭頒令的要求;
8. 從事研究、保險調查及開發產品和設計之分析並改善本公司為閣下提供的服務;
9. 由本公司、本集團成員或其監管機構進行的統計或精算研究;
10. 本公司內部業務的運作和管理,包括但不限於公司重組;
11. 為上述任何用途與閣下聯絡;及
12. 與上述用途直接有關之其他附帶的目的。

閣下向本公司提供的個人資料可能會提供或轉送予下列在香港或海外的各方人士作前段所述的用途或直接相關的用途或其他適用法律許可的用途:

1. 任何代理人、顧問、承辦商或提供行政、電訊、電腦、付賬、債務追討、保安、研究、評級、諮詢服務、產品設計、市場營銷（如閣下已如下所述同意直銷）、數據處理或儲存或有關服務的第三者服務供應人（不論是否本集團的一部分）或任何其他從事與保險或再保險業務有關的人士，或中介人，或提供索償或調查或其他與保險業務有關的服務供應人；
2. 現存或不時成立的任何保險公司協會或聯會或類同組織（「聯會」），以達到任何上述或有關的用途，或以便聯會執行其監管職能，或其他基於保險業或任何聯會會員的利益而不時在合理要求下賦予聯會的職能；
3. 透過聯會提供予任何聯會的會員，以達到任何上述（乙）中提到的或直接相關的用途；及
4. 政府機構，監管機構或任何其他本公司或本集團內的任何公司根據任何適用的法律或法規必須或已經同意向其披露有關資料的機構；
5. 執業律師；
6. 認可核數師；及
7. 本集團內已承諾將資料保密的其他保險公司。

上列各方可能位於海外，包括澳洲和菲律賓。

一旦本公司、本集團內的任何公司、或本集團的品牌或實質上的全部資產被無關聯的第三方收購，閣下的個人資料可能會成為被轉讓的資產之一。當閣下向本公司提供個人資料的同時，亦表示閣下同意本公司可能會，在保密的基礎上，向有關人士及其專業顧問提供閣下的個人資料，以作他們盡職調查的用途、或以完成有關交易及使被收購的企業可持續經營。

閣下有權拒絕向本公司提供個人資料。但如閣下不向本公司提供某些個人資料（如申請表格、註冊表格或續保表格上必須填寫的資料，或閣下查詢時沒有留下聯絡方法），本公司便不能夠處理閣下的申請、為閣下提供服務或與閣下聯絡。

本公司致力確保閣下個人資料安全和保密，資料的保留時間亦不會超過實際所需。

#### **直接市場推廣產品及服務**

為提供更全面的金融和保險服務，本公司可能會使用閣下的姓名及閣下提供的聯繫方式（如手提電話號碼、家居電話號碼、辦公室電話號碼、居住地址、郵寄地址及電子郵件地址）以及其他資料包括年齡、性別及職業（「市場推廣用途的個人資料」）作本公司產品及服務的直接促銷，包括但不限於本公司的保險、銀行及金融服務、公積金計劃及一般保險產品。但本公司在未得到閣下的同意之前不能如此使用閣下的個人資料。

本公司亦打算以金錢或其他得益作回報與昆士蘭保險(香港)有限公司分享閣下市場推廣用途的個人資料，以用作向閣下推銷相關的一般保險產品及服務。但本公司在未得到閣下的書面同意之前不能如此使用閣下的個人資料。

閣下如不欲收取任何直接市場推廣或銷售，閣下可以在任何時候聯絡本公司的資料保護主任免費撤回閣下的同意。

#### **閣下的權利**

閣下有權查明本公司就個人資料的政策和實務，並有權要求查閱及更正由本公司持有有關閣下的個人資料。查閱閣下的個人資料需支付行政費用。有關查閱或更正的要求，或有關撤回個人資料用於直接市場推廣的同意，或如欲索取更多有關本公司的個人資料政策和實務，可致函香港鯉魚涌英皇道979號太古坊濠豐大廈33樓昆士蘭聯保保險有限公司，向資料保護主任提出。

如中英文版本不一致，以英文版本為準。

版本 - HKSI Core 11.2017