

DOMESTIC HELPER INSURANCE CLAIM FORM

Note: All claims must be reported to Hong Leong Insurance (Asia) Limited within 30 days after the occurrence that gives rise to the claim.

Name of Policyholder: _____ Policy / Certificate No.: _____
 Contact Telephone No.: _____ Email Address: _____
 Home Address: _____
 Name of Helper: _____ Age: _____ Nationality: _____
 Commencement Date of Service: _____ Years of Service in Hong Kong: _____

Section 5 – Domestic Helpers Personal Belongings

(a) Date, time and place of loss/damage: _____

(b) Describe how the loss/damage occurred: _____

| (c) Description of lost/damaged property | Acquisition Date | Acquisition Cost | Amount of Claim |
|--|------------------|------------------|-----------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

(d) Date and time the loss/damage was reported to the police: _____

(e) Name of police station and police reference no: _____

(f) Total amount of claim: _____

(g) Are there any other insurance policies covering the lost/damaged items: Yes / No

If yes, please provide the name of insurance company and policy no.: _____

Note: Please submit all relevant documents such as police report, photos, purchase invoice, repair or replacement quotation in substantiation of the claim.

Declaration and Authorization

- (1) I declare that the above information is in all respects true and correct to the best of my knowledge and belief.
- (2) I acknowledge and agree that you may:
 - (a) collect, use and disclose my (and my dependent's, if applicable) personal information (including but not limited to credit information and claims history) for the purposes necessary to process my application, investigate and settle claims and detect and prevent fraud (whether or not relating to the policy issued in respect of this application); and
 - (b) transfer my/our personal information to the following persons who may collect and use this information only as reasonably necessary to carry out the purposes described above: insurance adjusters, agents and brokers; employers; health care professionals; hospitals; accountants; financial advisors; solicitors; organisations that consolidate claims and underwriting information for the insurance industry; fraud prevention organisations; other insurance companies (whether directly or through fraud prevention organisation or other persons named in this paragraph), the police and databases or registers (and their operators) used by the insurance industry to analyse and check information provided against existing information (collectively, "Such Persons").
- (3) I further agree that your Policy on Personal Data ("Data Policy"), a copy of which is available upon request or from www.hl-insurance.com, shall apply and my/our personal information may be used, disclosed and/or transferred in accordance with the Data Policy.
- (4) I authorize any Such Person or any other person or organization that has any records or knowledge of me/us or my/our health, insurance or claim history to furnish to your company or your authorized representative, any and all personal data and other information with respect to any illness or injury, medical history, insurance or claim history, consultation prescriptions or treatment and copies of all hospital, medical or other records concerning me/us or to any loss, damage, theft or other events connected with my/our insurance or claim history and copies of all relevant records. A photostat copy of this authorization shall be considered as effective and valid as the original. The issue of this claim form does not signify your acceptance of any claim.

Date: _____ Signature of Policyholder: _____ Signature of Helper: _____