

JOURNEYGUARD - TRAVEL INSURANCE CLAIM FORM

優悠樂 - 旅遊保險索償申請表

(Please complete in block letters 請用正楷填寫)

MAKING A CLAIM 索償須知

1. Please **READ** your policy and relevant documents to check if your claim is covered under the policy terms and conditions. 請查閱保單細則及有關文件，確保該項索償已納入為承保範圍之內。
2. Please **SUBMIT** a completed claim form, together with original copies of all relevant documents supporting your claim, to Claims Div., RSA at 32/F., Dorset House, Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong. 請將填妥的索償表格連同有關證明文件之正本，寄回香港鰂魚涌英皇道 979 號太古坊多盛大廈 32 樓 RSA 索償管理部收。

Insured's Information 受保人資料			
Name of Insured 受保人姓名		Date of loss 意外發生日期	
Name of Claimant 索償者姓名*		HKID No. 香港身份證號碼	
Address of Insured 受保人地址			
Policy No. 保單號碼		Daytime Contact No. 日間聯絡電話號碼	
Have you applied for claims in another insurance company for this event/accident? If "Yes", please specify. 就此事件/意外，你曾否向其他保險公司提出索償？如「有」，請列明。			
* Please attach copy of air ticket or passport showing the period of the Journey for faster claims process. 請提供是次旅遊的機票或護照副本，以便本公司可能盡快處理您的索償。			

Please put a ✓ in the appropriate box of your claim below. Please list items & indicate the amount of your claim in details.
請在格內用✓選擇索償之項目及詳細列出索償之內容及數目。(If there is insufficient space on the claim form, please specify the details on a separate sheet clearly and indicate which section the information relates to. 如空位不足，請另附紙張填寫，並列明所述的項目名稱。)

<input type="checkbox"/> Personal Accident 人身意外	
<input type="checkbox"/> Mugging 街頭行劫	
<input type="checkbox"/> Emergency Medical Evacuation or Repatriation of Body / Ashes 緊急醫療運送或遺體 / 骨灰送返原居地	
<u>Circumstances 意外情況</u>	<u>Description of Injury 受傷情況</u>
Documents Attached 附加文件	
<input type="checkbox"/> Medical Report 醫療報告	
<input type="checkbox"/> Local Police Report 當地警方報告(case no.檔案編號 _____)	
<input type="checkbox"/> Consent Letter for Medical Record 索取醫療報告的授權信	
<input type="checkbox"/> Others (Please specify) 其他 (請註明) _____	

Baggage (including Cash) 行李 (包括現金)

Circumstances of damage to/loss of baggage 行李損毀/遺失之情況

Damaged/Lost Items 損毀/遺失項目

Year of Purchase 購買年份

Currency/Claim Amount 索償金額

Documents Attached 附加文件

- Local Police Report 當地警方報告 (case no. 檔案編號 _____)
- Original Purchase Receipts of Lost Items 遺失物件的發票正本
- Photos of Damaged Items 損毀財物的照片
- Original Receipts of Repair or Quotations or Invoices 維修損壞物件之報價單或收據正本
- Others (Please specify) 其他 (請註明) _____

Missed Event Cover 缺席活動

Missed School Cover 缺席課程

Resumption of Study 重返課程

Reason 原因

Currency/Claim Amount 索償金額

Documents Attached 附加文件

- Unused Admission Tickets & Credit Card Statements 未用的活動門票及信用卡月結單
- Medical Reports 醫療報告
- Carrier Reports 航空公司報告
- Sick Leave Certificate issued by Medical Practitioner 醫生所發出的病假證明
- Official Receipts or Invoices issued by attending school 學校發出的正式收據或發票
- Official Receipts of travel fare and tickets 交通費正式收據及機票
- Travel itinerary and boarding pass 行程表及登機證
- Others (Please specify) 其他 (請註明): _____

