

## **裝修工程保險索償所需文件**

- 保單文件上顯示之全名/香港身份證號碼/護照號碼/商業登記號碼
- 索償資料/事件發生地點/事件發生經過/索償金額
- 證明文件：相關文件之副本,訴訟狀或索賠要求信(如適用),債券/保證金贖回信(如適用)

### **僱員補償**

1. 工作許可證 / 就業許可證 (如工人為外國人)
2. 醫療費用收據及醫療的報告
3. 出院紙 (如適用)
4. 由意外發生月份起計之 12 個月工資付款憑據
5. 死亡證書 (只適用於死亡索賠)
6. 交回勞工處之僱員意外通知

### **商業財產**

1. 事故調查報告 / 警方報告 / 債券贖回信
2. 購物證明 / 發票/收據
3. 遺失/損毀物件之照片
4. 維修報價單
5. 由物業管理公司發出之報告 (如適用)

### **一般責任**

1. 事故之照片
2. 事實陳述
3. 向責任方提出的索賠通知之副本

\*請保留所有索償文件正本最少 3 個月

## **Documents to prepare for IPR eClaim submission**

- Full name as shown in your policy / HKID no. /Passport no./ Business Registration no.
- Claim details / Where did the incident happen / Description of the incident / Amount claimed
- Supporting documents : Copies of any relevant correspondence, Copies of pleadings or LOD (if applicable), Call on Bond / Surety (if applicable)

### **Employee Compensation**

1. Work Permit / Employment Pass if the worker is a foreigner
2. Medical Bills and Medical Certificates
3. Discharge summary, if applicable
4. Wage Payment Vouchers for the period of 12 months preceding the accident month
5. Death Certificate (for Fatal claims)
6. Form for notification of work accident to Labour Department

### **Commercial Property**

1. Incident report / police report / bond call letter
2. Proof of purchase / purchase invoice / receipt
3. Photos of lost items/damage
4. Repair quotations
5. Report issued by Management Company, if applicable

### **General Liability**

1. Photos of the incident
2. Statement of Fact
3. Copy of Notice of Claim to Third Parties holding them liable

Please retain the original copy of the submitted documents for 3 months