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| **CLAIM FORM – HOME OWNERS’ INSURANCE** |

Important note:

1. The insured is requested to furnish the particulars as fully and accurately as possible and to return this form immediately to QBE Vietnam.

2. The acceptance of this form is not in itself an admission of liability on the part of QBE Vietnam.

**POLICYHOLDER/INSURED INFORMATION**:

Full Name: Date of birth:

Address:

Policy Number:

Tel: Fax: Email:

Mobile:

**PARTICULARS OF OCCURRENCE**

Time and Date: Place:

Description of Events:

**DETAILS OF LOSS AND DAMAGE TO INSURED PROPERTY**

Cause of loss:

When was the loss or damage discovered and by Whom?

**PARTICULAR OF PROPERTY LOSS/ DAMAGE (attach photos and Police report)**

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| --- | --- | --- | --- | --- |
| Description of loss/ Property damaged/premises | When was it purchased/ constructed | Original purchase/ construction price | Claimed amount | Remark |
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If **Money Loss,** please detail how much

Was your premise left unoccupied at the time of loss?  Yes  No

If Yes, for how long?

Is there any loss of rental?  Yes  No If Yes, how much

Is there any change of housing as consequence of incident?  Yes  No What is the incurred rental:

**PARTICULAR OF PERSONAL ACCIDENT**

Name of the victim: Date of birth:

Place of accident:

Consequence of accident:

Date of treatment / hospital admission: Date of discharge:

Name, address, contact number of the place where the accident was treated:

Amount claimed:

**PARTICULAR OF THIRD-PARTY CLAIM**

Name of the third party: Contact number:

Address:

Description of accident and extent of loss of the third party:

Insured’s opinion on this accident (if any):

**BANK TRANSFER (provide details below)**

|  |  |
| --- | --- |
| Amount Claimed | **BANK TRANSFER INFORMATION** *(Please transfer settlement to my bank account)*Name : Account number (VND): Bank name : Bank IFS Code : Bank address :  |

**INSURED AUTHORISATION**

I do solemnly and sincerely declare that the foregoing particulars are true and correct in every detail and I agree that if I have made or in any further declaration in respect of the said claim shall make any false or fraudulent statements of suppress conceal or falsely state any material fact whatsoever the Policy shall be void and all rights to recover there under in respect of past or future claims shall be forfeited.

**Name and signature of claimant Company Stamp, if applicable**

**Personal Information Collection Statement ("PICS")**

In relation to the personal data collected by [QBE Insurance (Vietnam) Pte. Ltd. (“QBE VN”), I/we agree and acknowledge that:

1. the personal data requested is necessary for QBE VN to process your application for insurance or claim and any such data not provided may mean this application or claim cannot be processed;
2. the personal data collected in this form may be used by QBE VN for the purposes stated in its Privacy Policy found at [https://www.qbe.com/vn/privacy-policy]. These include underwriting and administering the insurance policy being applied for (including obtaining reinsurance, underwriting renewals, claim processing, investigation, payment and subrogation and any related purposes)
3. QBE VN may transfer the personal data to the following classes of persons (whether based in Vietnam or overseas) for the purposes identified in (b) above:
	1. third parties providing services related to the administration of my/our policy (including reinsurance);
	2. financial institutions for the purpose of processing this application and obtaining policy payments;
	3. in the event of a claim, loss adjustors, assessors, third party administrators, emergency providers, legal services providers, retailers, medical providers and travel carriers;
	4. another member of the QBE group (for all of the purposes stated in (b)) in any country; or
	5. other parties referred to in QBE’ Privacy Policy for the purposes stated therein;
4. I/we may gain access to, or request correction of my/our personal data (in both cases, subject to a reasonable fee), via the following contact:

QBE Insurance (Vietnam) Company Limited

Unit 1302A, Metropolitan Tower,

235 Dong Khoi Street,

Ho Chi Minh City Vietnam

Telephone: +84 28 6287 5544,

Fax: 028 3824 5054

1. Email: info.viet@qbe.com that where I/we are providing personal data on behalf of another person to QBE VN, I/we have obtained consent from the other person who have agreed that their personal data will be released to QBE VN in accordance with paragraphs(a), (b) and (c) above.

**Head office: Branch office:**

Unit 1302A, 13/F The Metropolitan Unit 416, 4/F, CornerStone Building

235 Dong Khoi Street 16 Phan Chu Trinh Street

District 1, Ho Chi Minh City Hoan Kiem District, Hanoi

Vietnam Vietnam

Tel: (84-28) 6287 5544 Tel: (84-24) 6270 4222