

(Please complete in block letters)

MAKING A CLAIM

1. Please **READ** your policy and relevant documents to check if your claim is covered under the policy terms and conditions.
2. Please complete this form in block letters and submit it together with all relevant documents to
Claims Department at "Allied World Assurance Company, Ltd Suite 2201, 22/F One Island East, Taikoo Place, 18 Westlands Road, Quarry Bay, Hong Kong".

Insured's Information			
Name of Insured			
Email		Policy No.	
Correspondence Address			
Daytime Contact No.	Home	Office	

Circumstance of theft/ loss/ damage	
1) Address of premises or place where theft, loss or damage occurred	
2a) Date and time when loss or damage discovered	2a)
2b) By whom discovered?	2b)
2c) Full particulars of how the loss or damage occurred	2c)
3) Complete only when items lost or stolen - Please attached any note issued by the police	
3a) When and at which station were police notified?	3a)
3b) Police case Number	3b)
3c) If theft, how was entry gained to the premises?	3c)
3d) If there is no evidence of theft or of any forcible entry to or exit from the premises, has a thorough search been made for the missing articles?	3d)

Circumstance of theft/ loss/ damage (Con't)

4. In the case of theft from premises	
4a) State whether private house, sale-shop, flat, hotel etc	4a)
4b) Were the premises occupied at the time of the theft?	4b)
4c) If not, on what date and at what hour were they last occupied?	4c)
4d) For how long have the premises been unoccupied since the policy was effected or last renewed?	4d)
5a) Are you the owner of the premises?	5a)
5b) If you are NOT the owner, are you responsible for repairs and if so state why?	5b)
6) Have you ever sustained a loss of this nature in the past? If so, please give particulars	
7a) Is the property for which you are claiming insured with other insurers.	7a)
7b) If so, please give particulars	7b)
7c) Are there any other interested parties in the properties, such as owner, mortgagee, trustee or otherwise? Please provide details, if any	7c)

Personal Data Information Collection Statement (PICS)

Purpose of Collection

Allied World Assurance Company, Ltd (Hong Kong Branch) (collectively with the other subsidiaries of Allied World Assurance Company Holdings, Ltd, "Allied World") may collect and use your personal data for the purposes of conducting its insurance business, including:

so that we can provide you with and manage insurance products and services, including to consider and process your application; to vary, cancel or renew your insurance; to deal with and/or process any claims under your policy, including settlement, and to conduct necessary investigations; to complete due diligence and background checks that are either required by law or regulation or have been put in place by Allied World; to respond to your queries and administer your policy, including correspondence with you; to investigate fraud, misconduct or any unlawful act or omission in relation to your policy; so that we can comply with legal obligations; for research and statistical purposes; for marketing (including, where permitted by law, direct marketing) of other services provided by us; and/or any purpose directly related to the above.

In general, it is voluntary for you to provide Allied World with your personal data. However, if you do not provide sufficient information, Allied World may not be able to provide insurance services to you.

Potential Transferees

Data held by Allied World relating to you will be kept confidential but Allied World may, for the purposes set out above, transfer your personal data to:

other insurers; reinsurers; intermediaries; insurance associations, federations or similar organisations; related companies; our advisers, service providers and agents; external claims data collectors and verifiers; parties that have an insurance scheme in place under which you purchased your policy; parties involved in claims investigation and management; government and statutory agencies; and/or as otherwise required or allowed by law, in each case both within and outside of the Hong Kong Special Administrative Region.

Marketing and Promotion

Treating you as a valued customer, Allied World and its group companies may use the personal data, including name and contact details, collected from you for the purposes of direct marketing of Allied World and its group companies' general insurance products, services or offers and for sending you the promotional materials or updates of such products, services or offers when they become available.

Allied World will not use your personal data for direct marketing if you have indicated objection to such use by ticking the opt-out box on the proposal form. You may also, at any time, request Allied World to cease the use of your personal data for direct marketing purposes, by informing Allied World's Compliance Officer at the contact information set out below.

Access Requests and Corrections

You have the right, subject to applicable law, to request access to and correction of any personal data concerning yourself held by Allied World. Requests can be made to the Compliance Officer of Allied World Assurance Company, Ltd, by mail to Suite 2201, 22/F One Island East, Taikoo Place, 18 Westlands Road, Quarry Bay, Hong Kong or fax to +852 2968 5111, or email to hkcompliance@awac.com.