

Guidelines on General Documents Required for Golf Claim and Important Note

In the event of any occurrence which may give rise to a claim under this Policy, [written notice](#) of claim must be given to us [within thirty \(30\) days](#) after the occurrence, together with all relevant documents. If you are unsure, you should still notify us of the occurrence.

The documents listed below are not exhaustive and we may request from you any additional information/documentation, as necessary. The submission of an incomplete form or insufficient information or supporting documents may delay the processing or result in the denial of your claim.

General Documents Required for Golf Claim		
Coverage	Types of Documents	IMPORTANT NOTE
Damage to /loss of Golf Equipment and Personal Effects	<ol style="list-style-type: none"> 1. Confirmation letter issued by the Golf Club regarding the incident 2. Color Photos showing the damage(s) 3. ORIGINAL purchase receipts of the properties lost or damaged 4. Estimate of repair costs (it should be submitted and approved before making any repair) 5. Police report, if applicable 	<ul style="list-style-type: none"> • In the event of loss due to theft, burglary or robbery, report to the Golf Club AND Police <u>WITHIN 24 hours</u>. Retain a copy of the Police Report • Because an on-site survey may be required, DO NOT dispose of any damaged items. The disposal of damaged items without our authorization may result in rejection of your claim • NO admission, offer, promise, payment or indemnity shall be made or given by or on behalf of the Insured without AIG written consent • Summons, police letter or any formulated claim or correspondence from third party, must be forwarded to AIG <u>IMMEDIATELY</u> for handling. DO NOT acknowledge or respond.
"Hole-in-one"	<ol style="list-style-type: none"> 1. Copy of "Hole-in-one" certificate 2. ORIGINAL payment receipt for one treat of hospitality which should take place WITHIN thirty (30) days of the "Hole-in-one" 	
Third Party Legal Liability	<ol style="list-style-type: none"> 1. Confirmation letter issued by the Golf Club certifying that the accident occurred while you were playing or practicing on any regulated golf course 2. Color photos of the damage(s)/the incident scene 3. Details of the involved Third Party(ies) including:- <ol style="list-style-type: none"> i). Name of Third Party(ies) and details of damage/injury ii). Telephone Number iii). Address 4. Name and Telephone Number of witness(es) (if any) 5. Police report, if any 	
24-hour Personal Accident Cover	<ol style="list-style-type: none"> 1. Confirmation letter issued by the golf club certifying that the accident occurred while you were there 2. Medical report(s) 	

****This note is for your guidance only and does not vary the terms of the Policy or form part thereof.**

Claim Form

Hotline: +852 3666 7033 (Mondays to Fridays 9am to 5:30pm, except public holidays)

Email: claims.hk@aig.com