

## Important Note 重點注意事項

- If your domestic helper sustains an injury or dies as a result of an accident arising out of and in the course of his Employment, YOU as the Employer is obligated to report his case to Labour Department by completing and submitting **TWO ORIGINAL**:
  - Form 2B (For sick leave(s) not exceeding 3 days) OR
  - Form 2 (For sick leave(s) exceeding 3 days/ For incident resulting in death)
  - Form 2A (For Work Injury)
 within the respective time period below:  
Work Injury / Occupational Disease: Within 14 days from the date of accident  
Death: Within 7 days from the date of accident
- 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 IMMEDIATELY for handling. DO NOT acknowledge or respond.
- If you discovered a fraud or dishonest act committed by your domestic helper, please report to the Police WITHIN 24 hours
- If you have any changes of employment of your domestic helper(s), please notify us as soon as possible for policy endorsement
- 如果您的家庭傭工在受僱期間因工作遭遇意外而致受傷或死亡，僱主有責任向勞工處呈報相關事件  
您應在意外發生後十四天內將填寫的表格2或表格2A或表格2B**正本兩份**連同病假證明書副本送交勞工處。如果該宗意外導致死亡，您應該在意外後七天內將表格2送交勞工處注意：
  - 表格2B - (適用於病假不超過3天的情況)
  - 表格2 - (適用於病假超過3天/事故致死的情況)
  - 表格2A - (適用於職業病的情況)
- 在未得我們書面同意前，請勿向任何第三者承認責任或作出妥協或賠償，這樣會影響你根據保單索償的權利
- 請勿回應任何傳票，警方來函，索償要求或第三者發出的任何信件，並且盡快轉交我們處理
- 如果您發現家傭有欺詐或不誠實行為，請在24小時內向警方報案
- 如果您的家傭有任何僱用情況的更改，請盡快通知我們

## Guidelines on General Documents Required for Domestic Helper Claim

### 家傭保險索償一般所需文件

- 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**, 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.**
- 如發生任何可能引起家傭保險索償的事件，必須在事件發生後三十 (30) 天內向我們遞交書面索償申請，並附上所有相關文件。如果您不確定相關意外事件會否引起家傭保險索償，您仍然應該立即通知我們。
- 以下列出的文件並未包括所有可能出現的情況，我們可在有需要時要求您提供更多文件以處理有關的索償申請。如所遞交的索償申請表未填妥或有關資料或文件不足，您的索償申請有可能會受延誤或被拒絕。

## General Documents Required for Domestic Helper Claim 家傭保險所需一般文件

Benefit 保障	Types of Documents 文件種類	Checklist 已提交
Employees' Compensation 僱員賠償保障	<ol style="list-style-type: none"> <li>Copy of Form 2/Form 2B 表格 2 / 2B</li> <li><b>ORIGINAL</b> sick leave certificate(s) 病假證明書<b>正本</b></li> <li><b>ORIGINAL</b> medical expenses receipt(s), if any 醫療費用收據<b>正本</b></li> <li>Certificate of Assessment (Form 7) &amp; Certificate of Compensation Assessment (Form 5), if any 格 5 與表格 7 (如果勞工處已證實僱員永久性傷殘)</li> <li>Employment contract 僱傭合同</li> <li>Salary payment proof/bank in records for 12 months prior 事故前和事故後 12 個月的工資支付證明/銀行入數記錄</li> </ol>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
Clinical Expenses/Dental Expenses 醫療/牙醫費用保障	<ol style="list-style-type: none"> <li><b>ORIGINAL</b> hospital/ medical bill(s) / receipt(s) &amp;/ medical reports with DIAGNOSIS and the date of the injury/sickness commenced and certified by a registered medical practitioner by 註冊醫務執業者所發出的證明，包括住院 / 醫療賬單 / 收據 / 報告的<b>正本</b>，並註明診斷結果</li> </ol>	<input type="checkbox"/>
Hospitalization and Surgical Expenses 住院入息賠償	<ol style="list-style-type: none"> <li>Payment receipt of the Hospitalization expenses with breakdown 住院費用收據及明細</li> <li>Medical certificate from a registered practitioner/Discharge summary certifying the number of days of hospitalization &amp; Hospital Discharge summary 由註冊醫務執業者所發出的證明/ 留醫出院概要，包括證明住院日子總數的醫療證書及報告；並註明診斷結果</li> </ol>	<input type="checkbox"/>  <input type="checkbox"/>
Repatriation Expenses 送返原居地費用	<ol style="list-style-type: none"> <li>Medical report(s) and death certificate 醫療報告及/或死亡證明書</li> <li>Consular Mortuary Certificate and Report of Death issued by the Consulate 領事館發出的領事殯葬證明和死亡報告</li> <li><b>ORIGINAL</b> payment receipt for repatriation expenses 遺體運送費用的付款收據<b>正本</b></li> </ol>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>

# General Documents Required for Domestic Helper Claim 家傭保險所需一般文件

Benefit 保障	Types of Documents 文件種類	Checklist 已提交
Personal Effects 家傭財物保障	<ol style="list-style-type: none"> <li>1. <b>ORIGINAL</b> purchase receipts for the property(ies) lost or damaged 遺失或損毀財物的購買收據<b>正本</b></li> <li>2. <b>An estimate of repair costs.</b> (It should be <b>submitted and approved</b> by AIG Claims Department before making any repair) <b>修理估價報告</b> (在作出任何修理前，必須先向我們<b>遞交估價報告並獲得核准</b>)</li> <li>3. Color photos of the damaged article(s). 損毀物件的彩色照片</li> <li>4. Police report(s) (Only for loss caused by theft, burglary or robbery) 警方報告 (適用於由盜竊、爆竊或搶劫所引致的損失)</li> </ol>	<input type="checkbox"/>     <input type="checkbox"/>
Fidelity Coverage 家傭誠信保障	<ol style="list-style-type: none"> <li>1. Police report(s) 警方報告</li> <li>2. <b>ORIGINAL</b> purchase receipts for the property(ies) lost or damaged 遺失或損毀財物的購買收據<b>正本</b>;</li> </ol>	<input type="checkbox"/>  <input type="checkbox"/>
Domestic Helper Liability 家傭法律責任保障	<ol style="list-style-type: none"> <li>1. Colour Photos of the accident scene (if any) 損毀物件及事件現場之彩色照</li> <li>2. Details of the involved Third Party(ies) including: i) Name of Third Party(ies) and details of damage/injury ii) Telephone Number iii) Address 第三者的詳細聯絡資料包括姓名、電話號碼和地址、以及財物損毀或受傷之詳情</li> <li>3. Name and Telephone Number of witness(es) (if any) 任何目擊者的姓名、電話號碼</li> <li>4. Police investigation document and/or report 警方調查文件或報告</li> </ol>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>

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

\*\* 本說明僅供參考，並不會改變任何保單條款個細則或構成其部分。