

**中國太平保險(香港)有限公司**

China Taiping Insurance (HK) Company Limited

香港銅鑼灣新寧道8號中國太平大廈19字樓

19/F, China Taiping Tower, 8 Sunning Road, Causeway Bay, Hong Kong

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**EDUCATION BUREAU BLOCK INSURANCE POLICY  
GROUP PERSONAL ACCIDENT INSURANCE CLAIM PROCEDURE**

**Enquiry Hotline : 2852 7403 / 9731 3109**

- (A) If any Student sustains fatal injury or permanent disability following an accident, please complete Section 1 of the Group Personal Accident Claim Form and submit by fax (fax no. 2543 1444) and mail to Claims Division of the Accident and Health Department of China Taiping Insurance (HK) Co., Ltd. (hereinafter referred to as “the Insurance Company”), 19/F China Taiping Tower, 8 Sunning Road, Causeway Bay, Hong Kong as soon as possible.
- (B) The Claim Form consists of two Sections:
1. Section 1 – Incident Report is to be completed, signed and stamped with the School Chop by the School.
  2. Section 2 – For a formal claim, Part A of Section 2 is to be completed and signed by the Injured Student / Parent or Legal Guardian; Part B & C of Section 2 are to be completed by the attending physician. The claimant should bear the cost, if any.
- \* Please submit the above reports and forms by mail to the Insurance Company as soon as possible.
- (C) If you have any enquiries on the claim procedure, please feel free to call the above-mentioned Enquiry Hotline.
- (D) Claim Handler : Mr. PW Lam (Accident and Health Department)  
Telephone : 2852 7445  
E-mail : pwlam@hk.cntaiping.com  
Fax : 2543 1444