

Business Comprehensive Protection Plan

Notice of Claim

- For any claims, the insured should send a written notice to BOCG Insurance at the earliest possible time, no later than 30 days after the occurrence of the relevant loss or damage. The insured can call BOCG Insurance Hotline at (852)3187 5100 or download the claim form from the website. After completion of the form, please send it back to the claims department for handling as soon as possible.
- In case of any claims under “Loss of Money” Section, burglary/theft /robbery or any similar attempt, the insured should report to the police within 24 hours of discovery the incident.
- In case of any claims under “Public Liability” Section or “Employees’ Compensation” Section, the insured should submit writ, summons or other legal proceedings issued to BOCG Insurance. The insured should not negotiate or admit any claims without the written consent of BOCG Insurance.