



學生個人意外保險賠償

Students' Personal Accident Insurance Reimbursement

1. 學生須於事發後30日內到學生資源處(學生活動中心E31-2007)填寫索償申請表，並提交學生證影印本及身分證影印本。

Students should fill in the claim form, submit Student ID copy and identity card copy to Student Resources Section (Student Activity Centre E31-2007) within 30 days after the incident.

2. 學生須在意外發生日期後盡快，並於提交索償申請表三十天內提交康復證明、疾病證明、收據之正本、物理治療轉介信(如醫生指明需要做物理治療)、駕駛執照及車輛登記摺(如屬交通意外)及轉帳銀行存摺影印本到學生資源處。如學生須延長報銷日期，請儘早與學生資源處連絡，否則本處將取消其意外保險的申請。

Written proof of loss must be given to us as soon as possible and, in any event, within 30 days after notice of claim, including but not limited to original copies of all relevant documentation of all the original receipts, medical certificates, proof of recovery, physician referral letter (when physiotherapy needed), driving license & vehicle registration certification (in case of traffic accident) and bank passbook copy.

3. 保險公司批核後，賠償金額將透過支票或銀行自動轉賬進行支付，學生須持有本澳銀行之澳門幣賬戶。

After the insurance company approves your applications of reimbursement, the claims will be settled by cheque or through autopay service at local banks with "MOP" currency accounts only.

如有查詢，請電郵至 sao.services@um.edu.mo。

For enquiry, please email to sao.services@um.edu.mo.

註：

1. 個人意外保險計劃適用於所有已註冊之澳門大學學生。
2. 在保險公司審查過程中，若學生因文件不足而須補交資料，報銷手續將會延長。

Remarks:

1. **Personal Accident Insurance Scheme is applicable to all registered UM students.**
2. **The handling period will be delayed if submitted documents are insufficient.**