

## 中國太平保險(香港)有限公司

China Taiping Insurance (HK) Company Limited

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### 樓宇綜合保投保書 BUILDING COMPREHENSIVE INSURANCE PROPOSAL FORM

請填報以下項目資料，並在適當的空格填上☑，如有變更必須通知保險公司

Please answer items below and tick the boxes where appropriate ☑ and inform Co. if any of them has been altered

被保險人資料 PARTICULARS OF INSURED				
名稱：			商業登記證號碼：	
通訊地址：				
電郵地址：		聯絡電話：		傳真號碼：
聯絡人姓名：				
物業管理公司名稱：				
投保細則 INSURANCE COVER				
投保樓宇資料				
地址：				
性質：	住宅/商住樓宇	商業樓宇	工業或工貿樓宇	樓宇落成年份：
樓宇總單位數目：	層數：	商舖數目：	車位數目：	
泳池：	有	無		
斜坡或擋土牆：	有	無		
僱建物：	有	無		
承保日期：	由	至	(起迄兩天均包括在內)	
(日/月/年 dd/mm/yyyy)				
投保項目 INSURED DETAILS				
第一部分 公眾責任保險及財產全險				
公眾責任保險最高賠償額：(每次事故/保單累計)				
港幣 HKD	10,000,000	港幣 HKD	20,000,000	港幣 HKD
		港幣 HKD	30,000,000	港幣 HKD
			40,000,000	港幣 HKD
				50,000,000
其他，請註明(保費另議)： 港幣 HKD				
樓宇及設備之公用部分保額：(以百萬元為投保單位)				
港幣 HKD				
第二部分 僱員賠償保險				
需要投保				
投保僱員之詳細資料：				
每名僱員月薪不超過港幣 HKD10,000 之保安、看更、文員、出納、清潔工人及維修工人，人數 ( )。				
(若超逾上述規限，請填寫下表；保費/費率/條件另議)				
	工作性質	人數	年薪總收入(港幣 HKD) (僱員月薪超過港幣 HKD10,000 者)	
1.	保安、看更			
2.	文員、出納			
3.	清潔工人			
4.	維修工人			
5.	其他，請註明：			
* 投保僱員不可在超過地面以上 30 呎高處工作。				
不需要投保				

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<p><b>第三部分 免費附加保障</b></p> <p>金錢損失保障</p> <ul style="list-style-type: none"> <li>● 每年最高賠償額以港幣 HKD30,000 為限。</li> </ul> <p>人身意外保險</p> <ul style="list-style-type: none"> <li>● 最高賠償額：每名委員港幣 HKD100,000；保單累計港幣 HKD1,000,000。</li> </ul>
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**請詳細回答以下問題 PLEASE ANSWER THE FOLLOWING QUESTIONS IN DETAILS**

<p>(一) 最近五年內，投保樓宇有否遭受本計劃所承保的風險而蒙受損失？</p> <p>有 否</p> <p>若“有”，請詳列：</p>
<p>(二) 最近五年內，僱員在工作期間有否遇到意外引致傷亡？</p> <p>有 否</p> <p>若“有”，請詳列：</p>
<p>(三) 投保樓宇有否被保險公司拒絕受保、拒絕續保或取消保單、要求增加保費或附加任何特別條款？</p> <p>有 否</p> <p>若“有”，請詳列：</p>
<p>(四) 最近五年內，投保樓宇有否計劃進行全幢樓宇的保養或維修工程？</p> <p>有 否</p> <p>若“有”，請詳列：</p>
<p>(五) 未來一年，投保樓宇有否進行全幢樓宇的保養或維修工程計劃？</p> <p>有 否</p> <p>若“有”，請詳列：</p>
<p>(六) 投保樓宇有否任何伸展於外牆之結構，包括廣告招牌或棚架等？</p> <p>有 否</p> <p>若“有”，請詳列：</p>
<p>(七) 投保樓宇有否擁有會所、康樂設施、游泳池、違例搭建物、斜坡、護土牆及私家路？</p> <p>有 否</p> <p>若“有”，請詳列：</p>
<p>(八) 投保樓宇有否收到屋宇署根據《建築物管理條例》的任何命令或有關文書或政府其他部門機關的任何命令？</p> <p>有 否</p> <p>若“有”，請詳列：</p>
<p>(九) 最近十年內，投保樓宇有否進行必須經由有關政府部門審批的改動工程？</p> <p>有 否</p> <p>若“有”，請詳列：</p>
<p>(十) 投保樓宇有否安裝自動灑水系統或防火設備？</p> <p>有 否</p> <p>若“有”，請詳列：</p>
<p>(十一) 若(十)為“有”，請回答以下問題： 投保樓宇有否每十二個月由註冊承辦商檢查消防裝置或設備？</p> <p>有 否</p> <p>若“否”，請說明原因：</p>



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閣下有權查閱本公司是否持有閣下的個人資料，獲取該資料的副本，更正任何不準確的資料，以及查閱本公司有關個人資料的政策及常規。閣下還可以要求本公司告知閣下本公司所持個人資料的種類。如有需要，請以書面形式向本公司總經理辦公室經理提出，地址為香港銅鑼灣新寧道8號中國太平大廈19樓。

本聲明中英文版本如有任何歧異或不一致，概以英文版為準。

China Taiping Insurance (HK) Company Limited (the "Company") understands its responsibilities in relation to the collection, retention, processing or use of personal data under the Personal Data (Privacy) Ordinance. Personal data will be collected only for lawful and relevant purposes and all practicable steps will be taken to ensure that personal data held by the Company is accurate. The Company will take all practicable steps to ensure security of the personal data and to avoid unauthorized or accidental access, erasure or other use.

You are under an obligation to provide all of the personal data requested in this form, which is collected to enable us to carry on insurance business. If you fail to provide all the personal data requested in this form, we will not be able to process your application. The Company may also use your personal data for the following purposes:

- (i) processing and evaluating your insurance application and any future insurance application you may make;
- (ii) administering your insurance policy and providing services in relation to your insurance policy (include but not limited to any alterations, variations, cancellation or renewal of such product or service);
- (iii) analyzing, investigating, processing and paying claims made under your insurance policy;
- (iv) invoicing and collecting premiums and outstanding amounts from you;
- (v) exercising any right of subrogation;
- (vi) contacting you for any of the above purposes;
- (vii) other ancillary purposes which are directly related to the above purposes; and
- (viii) complying with applicable laws, regulations or any industry codes or guidelines.

The Company may disclose your personal data for the above purposes to the following classes of transferees:

- (a) third party agents, contractors and advisors who provide administrative, communications, computer, payment, security or other services which assist us to carry out the above purposes (including medical service providers, emergency assistance service providers, telemarketers, mailing houses, IT service providers and data processors);
- (b) in the event of a claim, loss adjudicators, claims investigators and medical advisors;
- (c) in the event of default, debt collectors and recovery agents;
- (d) insurance reference bureaus or credit reference bureaus;
- (e) reinsurers and reinsurance brokers;
- (f) your insurance broker (if you have one);
- (g) the Company's legal and professional advisors;
- (h) the Company's related companies (as that term is defined in the Companies Ordinance);
- (i) any association, federation or similar organization of insurance companies (collectively called "the Federation") and its members that exists or is formed from time to time for any of the above or related purposes or to enable the Federation to carry out its regulatory functions or such other functions that may be assigned to the Federation from time to time and are reasonably required in the interest of the insurance industry or any member(s) of the Federation;
- (j) any members of the Federation by the Federation for any of the above or related purposes;
- (k) the Insurance Claims Complaints Bureau and similar insurance industry bodies; and
- (l) government agencies and authorities as required or permitted by law including the Transport Department.

Your personal data may be provided to any of the above organizations, located in Hong Kong or outside of Hong Kong, for the above purposes, and in this regard you consent to the transfer of your data outside of Hong Kong.

Direct Marketing Communications:

1. With your consent, the Company may also use your contact details, personal data and policy details to contact you with direct marketing communications regarding financial and insurance products or services by mail, email, telephone or SMS. Tick the box below if you do not wish to receive such direct marketing communications.
2. With your consent, the Company may also provide your contact details, personal data, demographic information and policy details to the Company's related companies (as that term is defined in the Companies Ordinance), partners of the Company's related companies and third party financial institutions, who may send you direct marketing communications regarding financial and/or insurance products or services by mail, email, telephone or SMS. Tick the box below if you do not consent to the Company providing your personal data to the Company's related companies, partners of the Company's related companies or third party financial institutions or do not wish to receive direct marketing communications from the Company's related companies, partners of the Company's related companies or third party financial institutions.

You may withdraw your consent to the use and provision to a third party of your personal data for direct marketing purposes at any time, and thereafter the Company shall, without charge to you, cease to use such data for direct marketing purposes. If you wish to withdraw your consent, please contact the Company's Manager of Office of the General Manager (please find the details below).

You have the right to ascertain whether the Company holds your personal data, to obtain a copy of the data, to correct any data that is inaccurate, and to ascertain the Company's policies and practices in relation to personal data. You may also request the Company to inform you of the type of personal data held by it. Requests for such access can be made in writing to the Company's Manager of the Office of the General Manager at 19/F., China Taiping Tower, 8 Sunning Road, Causeway Bay, Hong Kong.

In the event of any discrepancy or inconsistency between the English and Chinese versions of this statement, the English version shall prevail.

- 本人反對貴公司使用和轉移本人的個人資料作直接促銷用途，並不希望接收任何推廣及直接促銷通訊。  
I object to the use and provision of my personal data for direct marketing purposes, and do not wish to receive any promotional and direct marketing materials.

**投保人聲明 DECLARATION**

1. 本投保樓宇是位於香港特別行政區內的單幢式樓宇，樓宇以(包括但不限於)鋼筋混凝土及/或石屎板等不易燃燒的材料所建成。
2. 本投保書所填各項俱屬真實，並無匿報，投保人同意以本投保書作為與保險公司訂立契約的基礎。
3. 投保人同意本保險按照保單及批單上所訂的條件及條款辦理。
4. 本投保書未經中國太平保險(香港)有限公司接受投保前，保險並不生效。

日期：  
Date :

(日/月/年 dd/mm/yyyy)

投保人簽署及蓋章：  
Signature of Proposer &  
Company Chop :

**中國太平保險(香港)有限公司**  
China Taiping Insurance (HK) Company Limited

**被保險人資料 PARTICULARS OF INSURED**

名稱：	商業登記證號碼：
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**由本公司填寫 FOR OFFICE USE ONLY**

PC:					IT:						
CC:					CC:						
AT:					AC:						
DI:	M	201:	%	202:	%	203:	%	204:	%	213:	%
	S	201:	%								
	O	R:	%	%							
SC:											
REMARK:											