

**商業全面保 投保書 360° BUSINESS PROTECTION INSURANCE PROPOSAL FORM**

請以英文正楷填寫，並在適當的空格內填上  Please fill in this form in English block letters and tick the boxes where appropriate

代理編號  
Agent No.

**投保人資料 Proposer Details** (必須年滿18歲 Must be 18 years old or above)

公司名稱 (全名) Company Name (in full)			
通訊地址 Correspondence Address			
投保地址 (如與通訊地址不同) Insured Address (If different from the Correspondence Address)			
聯絡電話 Contact No.		傳真號碼 Fax	商業登記證號碼 (請提供影印本) Business Registration No. (Please provide the copy)
電郵地址 Email		網址 Website	
業務性質 Business Nature	<input type="checkbox"/> 貿易公司 Trading Office	<input type="checkbox"/> 花店 Florist	<input type="checkbox"/> 禮品 / 玩具店 Gift / Toy Shop
	<input type="checkbox"/> 書店 Book Shop	<input type="checkbox"/> 時裝店 Fashion Shop	<input type="checkbox"/> 地產代理 Real Estate Agency
	<input type="checkbox"/> 電腦店 Computer Shop	<input type="checkbox"/> 影音店 Audio & Video Shop	<input type="checkbox"/> 家居電器店 Home Appliance Shop
	<input type="checkbox"/> 一般辦公室 (請詳述): General Office (Details)	<input type="checkbox"/> 一般零售店 (請詳述): General Retail Shop (Details)	<input type="checkbox"/> 藥房 Pharmacy
			<input type="checkbox"/> 乾洗店 Dry Cleaners
			<input type="checkbox"/> 專業服務公司 (請詳述): Professional Office (Details)
			<input type="checkbox"/> 餅店 Bakery
			<input type="checkbox"/> 美容 / 理髮店 Beauty / Hair Salon

**保險期限 Period of Insurance**

本保單之生效日期由 / / 20 (日/月/年) 起一年內有效  
Policy is Effective From (dd/mm/yyyy) for one year

本保單所提供的保障，必須在本公司確定接納投保及收妥保費後，才能正式生效。  
The liability of the Company does not commence until this proposal has been accepted by the Company and the premium is received.

**基本保障 Basic Cover 綜合財物 Property All Risks**

投保金額需要等於財物總值 (包括通脹之增幅)，否則賠償金額將會按比例削減。  
Sum Insured must represent full value of contents including allowance for inflation. Otherwise, claim settlements will be proportionately reduced.

投保項目 Insured Items	投保額 (港幣/元) Sum Insured (HK\$)
財物包括傢俬、設置、室內裝修、機器及設備 Contents including fixtures, fittings, interior decoration, machinery and equipment	
財物包括商品及受托保管貨物 Stock in Trade including goods, merchandise and items held in trust	
商店門飾包括櫥窗玻璃、玻璃門及框架 Shop Front including show windows, glass door and frames	
可攜式設備包括手提電話、手提電腦及視聽器材 (全球保障) Portable Equipment including portable phones, laptop computers, audio and visual equipment (Worldwide Cover)	

**自選保障 Optional Cover 僱員補償 Employees' Compensation**

僱員類別 Type of Employees	僱員人數 Number of Employees	每年收入約計總額 (港幣/元) Total Estimated Annual Earnings* (HK\$)
內勤僱員包括文員、管理員、戶內售貨員等 Indoor Staff - Clerical Staff, Administration Staff, Indoor Salesperson, etc.		
外勤僱員包括戶外推銷員、信差、採購人員等 Outdoor Staff - Outdoor Salesperson, Messenger, Merchandiser, etc.		
僱員需要離開香港工作或經常離開公司工作 Staff who are or will be working outside Hong Kong or working away from your premises		
其他僱員 (請列明工作性質) Others (please describe nature of work)		

\* 包括薪金、佣金、紅利、加班等收入。Including salaries, commissions, bonuses, overtime, etc  
如有需要，請另附紙張說明。Please attach supplementary sheets if necessary.

**投保歷史 Insurance History**

貴公司或員工在過去三年內曾有過任何損失，損壞或受過損傷？  
Has your company or employee had any previous loss, damage or injury in past three years?  是 Yes (請詳細說明 please specify)  否 No

貴公司曾否被任何保險公司拒絕受保 / 拒絕續保 / 取消保單？  
Has any insurer declined your proposal, refused to renew your policy or cancelled your policy?  是 Yes (請詳細說明 please specify)  否 No

**聲明 Declaration**

1. 本人謹此聲明，根據本人所知及所信，本投保表格上所填之資料均屬實無訛，並同意本投保書和聲明將成為保險合約的基礎。  
I declare to the best of my knowledge and belief that the information given is true in every respect, I also agree that this proposal and declaration shall be the basis of the insurance contract between Allied World Assurance Company, Ltd and myself.

2. 本人已閱讀、明白及同意隨本投保書附上的個人資料收集聲明。 I have read, understood and agreed to the Personal Information Collection Statement attached to this proposal form.

本人不願接收任何貴公司的其他產品、服務或優惠之市場推廣資料和最新消息。  
I do not want to receive any promotion materials or updates on other products, services or offers of Allied World.

授權簽署 Authorised Signature	公司印鑑 Company chop	日期 (日/月/年) Date (dd/mm/yyyy)
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Underwritten by 承保公司: Allied World Assurance Company, Ltd 世聯保險有限公司 (incorporated in Bermuda with limited liability)

## **Personal Information Collection Statement**

### **Purpose of Collection**

Allied World Assurance Company, Ltd ("Allied World") may collect and use your personal data to enable it to carry on its insurance business and to serve the purposes of:

- Processing your insurance application;
- Arranging a contract of insurance with you and administering the policy issued;
- Claims handling, investigation and analysis;
- Designing products and/or services for customers;
- Promoting, improving and furthering the provision of products and/or services by Allied World and its group companies; and
- Complying with any legal or regulatory requirements applicable to Allied World.

In general it is voluntary for you to provide Allied World with your personal data. However, if you do not provide sufficient information, Allied World may not be able to provide insurance services to you.

### **Transferee**

Data held by Allied World relating to you will be kept confidential but Allied World may, for the purposes set out above, transfer your personal data to:

- Allied World's group companies;
- Reinsurers;
- intermediaries including insurance brokers and insurance agents;
- claims investigators, loss adjusters and other professional advisors;
- Allied World's other appointed service providers, including for the following services: telecommunications, information technology, administration, data processing, payment processing, emergency assistance, legal, and medical;
- any insurance industry association or federation and their respective members; and
- any other person necessary to comply with applicable legal or regulatory requirements, or orders of competent authorities, in each case both within and outside of the Hong Kong Special Administrative Region.

### **Marketing and Promotion**

Treating you as a valued customer, Allied World and its group companies may use the personal data, including name and contact details, collected from you for the purposes of direct marketing of Allied World and its group companies' general insurance products, services or offers and for sending you the promotional materials or updates of such products, services or offers when they become available.

Allied World may not use your personal data for direct marketing if you have indicated objection to such use by ticking the box next to the statement above the proposer's signature block in the proposal form. You may also, at any time, request Allied World to cease the use of your personal data for direct marketing purposes, by informing Allied World's Compliance Officer at the contacts set out below.

### **Access Requests and Corrections**

You have the right to obtain access to and to request correction of any personal information concerning yourself held by Allied World. Requests can be made to the Compliance Officer of Allied World Assurance Company, Ltd by mail to 22/F One Island East, Taikoo Place, 18 Westlands Road, Quarry Bay, Hong Kong or fax to +852 2968 5111, or email to [hkcompliance@awac.com](mailto:hkcompliance@awac.com).

## **個人資料收集聲明**

### **資料收集目的**

Allied World Assurance Company, Ltd 世聯保險有限公司(「本公司」)可能收集並使用閣下的個人資料，作為營運其保險業務及下列目的之用：

- 處理閣下的保險申請；
- 安排保險合約及管理已發出的保單；
- 索償處理、調查及分析；
- 為客戶設計產品或服務；
- 推廣、改善及進一步提供本公司及其集團公司的產品、服務；及
- 遵守適用於本公司的法律或規則要求。

一般而言，閣下向本公司提供個人資料屬自願性質。如閣下未能給予足夠的資料，本公司可能無法提供所需保險服務。

### **資料轉移**

本公司持有的客戶資料將予保密，但本公司可能會把閣下的個人資料提供給下列各方作上述用途：

- 本公司的集團公司；
- 再保險公司；
- 中介人包括保險代理人及保險經紀；
- 索償調查者、公證行及其他專業顧問；
- 本公司其他指定服務提供者，提供包括以下服務：電訊、資訊科技、行政、數據處理、付款處理、緊急援助、法律及醫療；
- 任何保險業組織或聯會及其成員；及
- 任何必要人士以符合任何相關的法律或規則要求，或監管機構之命令，

以上各項適用於香港特別行政區境內及境外。

### **市場推廣**

貴為本公司的重要客戶，本公司及其集團公司可能會透過閣下所提供的個人資料如姓名及聯絡方法，向閣下推廣本公司及其集團公司的一般保險產品、服務或優惠，及為閣下提供該等產品、服務或優惠的市場推廣資料和最新消息。

如閣下已於投保書勾選位於投保人簽署上方的空格表示不願接收任何市場推廣資料和最新消息，本公司將不會使用閣下的個人資料作直接推廣用途。閣下亦可隨時要求本公司停止使用閣下的個人資料作直接推廣用途。屆時請按照下述聯絡方式通知本公司的條例事務主任。

### **資料查閱要求及更改**

閣下有權要求查閱及更改本公司所持有的任何有關您之個人資料。有關申請可循下列途徑向本公司之條例事務主任提出：郵寄至香港鰂魚涌太古坊華蘭路18號港島東中心22樓，或傳真至+852 2968 5111，或電郵至[hkcompliance@awac.com](mailto:hkcompliance@awac.com)



**東茂保險代理(國際)有限公司**

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