

Agency No.

代理編號：

Policy No.

保單號碼：

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

(Please use English block letters 請用英文正楷填寫)

**Customer Details 客戶資料**

Company Name (in full)

公司名稱 (全名)：

The Insured Premises

投保公司地址：

Correspondence Address

通訊地址：

Tel

聯絡電話：

Fax

傳真：

Business Registration No. (please provide copy)

商業登記證號碼 (請提供影印本)：

Email Address

電郵地址：

Website

網址：

Period of Insurance

承保期

From

由：

dd日/mm月/yy年

To

至：

dd日/mm月/yy年

Business  
Nature  
業務性質☐ Trading Office  
貿易公司☐ Florist  
花店☐ Gift/Toy Shop  
禮品 / 玩具店☐ Pharmacy  
藥房☐ Bakery  
餅店☐ Book Shop  
書店☐ Fashion Shop  
時裝店☐ Real Estate Agency  
地產代理☐ Dry Cleaners  
乾洗店☐ Beauty / Hair Salon  
美容 / 理髮店☐ Computer Shop  
電腦店☐ Audio & Video Shop  
影音店☐ Home Appliance Shop  
家居電器店☐ Professional Office (Details)  
專業服務公司 (請詳述)：

General Office (Details)

一般辦公室 (請詳述)：

General Retail Shop (Details)

一般零售店 (請詳述)：

**Sum Insured 投保額****Property All Risks (Basic Cover) 綜合財物(基本保障)**

Sum Insured must represent full value of contents including allowance for inflation. Otherwise, claim settlements will be proportionately reduced.

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。

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

## Employees' Compensation (Optional Cover) 勞工保險（自選保障）

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

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

## Previous Insurance Details 過往投保資料

Has your company or employees had any previous loss, damage or injury in past 3 years?  
貴公司或員工在過去三年內曾否有過任何損失，損壞或受過損傷？

☐ No  
否

☐ Yes (please specify)  
是 (請詳細說明) \_\_\_\_\_

Has any insurer declined your proposal, refused to renew your policy or cancelled your policy?  
貴公司曾否被任何保險公司拒絕受保 / 拒絕續保 / 取消保單？

☐ No  
否

☐ Yes (please specify)  
是 (請詳細說明) \_\_\_\_\_

## Declaration 聲明

- I (Proposer) declare to the best of my knowledge and belief that the information given is true in every respect.  
本人 ( 投保人 ) 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。
- I understand that this proposal will not become effective until it has been accepted by Allied World Assurance Company, Ltd ("Allied World") and agree that this proposal and declaration shall be the basis of the insurance contract between me and Allied World.  
本人明白本投保書被 Allied World Assurance Company, Ltd 世聯保險有限公司 (「貴公司」) 正式接納後，保險責任始正式生效。本人同意本投保書和聲明將成為保險合約的基礎。
- Cover will be effective only with signature on this document and receipt of premium by Allied World or its authorised representative.  
投保書需經貴公司或其授權代表簽署，並於收妥保費後，此保障計劃始正式生效。
- IA Levy collected by the Insurance Authority has been imposed on this policy at the applicable rate. For further information on the levy, please visit <https://donline.alliedworldgroup.com.hk/file/IALeavy.pdf> or contact: (852) 2968 3000.  
由保險業監管局收集的保費徵費已按照適用徵費率計算在這張保單內。欲了解更多保費徵費詳情，請登入 <https://donline.alliedworldgroup.com.hk/file/IALeavy.pdf> 或致電我們：(852) 2968 3000。
- I have read, understood and agreed to the Personal Information Collection Statement attached to this proposal form.  
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 do not want to receive any promotion materials or updates on other products, services or offers of Allied World.  
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。

Authorised Signature  
投保人簽署：\_\_\_\_\_

Company Chop  
公司印鑑：\_\_\_\_\_

Date  
日期：\_\_\_\_\_

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：郵寄至香港鰗魚涌太古坊華蘭路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)。