



**MSIG Insurance (Hong Kong) Limited – Macau Branch**  
三井住友海上火災保險（香港）有限公司 — 澳門分公司  
Avenida Da Praia Grande No.693, Edif Tai Wah 13 Andar A & B, Macau  
Tel +853 2892 3329, Fax +853 2892 3349  
**msig.com.hk**

A Member of **MS&AD** INSURANCE GROUP

## Office Insurance Proposal Form 辦公室綜合保險投保書

(For Macau only 只適用於澳門)

**M741A**

Please complete this application form in **ENGLISH BLOCK LETTERS**. Tick "✓" the boxes as appropriate.  
請以英文正楷填寫此申請表。在適當的方格內"✓"。

<b>Details of proposer 投保人資料</b>			
Name of company/business entity: 公司/機構名稱：		Description of business : 業務性質：	
Name of contact person : Surname: 聯絡人姓名：姓：		Given name: 名：	
Email: 電郵：		Contact no.: 聯絡電話：	
Correspondence address 通訊地址： Flat/Room 室 Floor 樓 Block 座			
Building/Estate 大廈/屋苑			
Street/Road & district area 街道及地區 <input type="checkbox"/> Macau 澳門 <input type="checkbox"/> Taipa 氹仔 <input type="checkbox"/> Coloane 路環			
Address of insured premises (If different from the above) 投保樓宇地址（如與上述不同）： Flat/Room 室 Floor 樓 Block 座			
Building/Estate 大廈/屋苑			
Street/Road & district area 街道及地區 <input type="checkbox"/> Macau 澳門 <input type="checkbox"/> Taipa 氹仔 <input type="checkbox"/> Coloane 路環			
How long have you been established at these premises 閣下佔用該樓宇 years 年			
Period of insurance: (Please note that the cover is not in force until the application has been accepted by the company) 保障期：（請注意，保險必須待至本公司接受申請後方始生效） Commence on (D) (M) (Y) for one year 本保單由 (日) (月) (年) 起生效，為期一年			

## Standard cover 標準保障

Comprising: Office Contents, Additional Expenditure, Money and Public Liability Cover.

包括：樓宇內設備、額外開支、金錢損失及公眾責任保障。

### Office contents 樓宇內設備

1. What is the replacement cost as new of all your office contents?

您的辦公室內所有設備之全新更換價值：

HK\$港幣 \_\_\_\_\_ 元

2. Please list below any one item of office equipment, computer or machine included in the sum insured above where the value exceeds HK\$100,000.

如在投保金額內有任何一件辦公室器材、電腦或機器價值超過港幣100,000元，請註明：

Description 說明	Value (HK\$) 價值 (港幣/元)

## Optional extensions 自選額外保障

### Loss of gross profit 毛利損失

1. Your estimated gross profit for the next 12 months 您估計未來12個月可得之毛利： HK\$港幣 \_\_\_\_\_ 元

2. Maximum indemnity period required 所需最長補償期間： ☐ 12 ☐ 18 ☐ 24 Months 個月

3. Sum insured required 所需投保金額： HK\$港幣 \_\_\_\_\_ 元

Note: If your maximum indemnity period is more than 12 months, your figure for gross profit should be proportionately increased, e.g. 18 months indemnity will equal at least 1.5 times the annual gross profit.

註：您的最長補償期間如超過12個月，毛利額應按比例增加，例如18個月之投保額最少應為每年毛利額的1.5倍。

## Insurance history 投保歷史

Have you or any principals in the business :

您或貴公司主要成員曾否：

1. Ever been refused insurance or had any special terms or conditions imposed by any insurer?

☐ Yes 是 ☐ No 否

被拒絕投保或被任何保險公司附加任何特別條款或條件？

If 'yes', please give details 如「是」，請提供詳情：

2. During the last three years sustained any loss, whether insured or otherwise, in connection with any of the covers for which insurance has been requested?

☐ Yes 是 ☐ No 否

過去三年，不論已投保與否，曾蒙受任何與現申請投保之保障有關之損失？

If 'yes', please give details 如「是」，請提供詳情：

3. Ever been convicted of or is involved in any prosecution pending for any offence involving dishonesty of any kind (e.g. involving fire, fraud, theft etc)?

☐ Yes 是 ☐ No 否

曾被判罪名成立或正等待由任何不誠實行為所引致的起訴之審判（例如涉及火警、詐騙、盜竊等）？

If 'yes', please give details 如「是」，請提供詳情：

## Declaration 聲明

I/We, the undersigned, desire to effect the insurance specified herein and declared that I/We:

- agree that MSIG Insurance (Hong Kong) Limited reserves its right to reject my application.
- warrant that the information given and answers to questions herein are true and correct to the best of my/our knowledge.
- have not withheld facts likely to influence assessment of this application.
- agree that this application, declaration and other information provided shall form the basis of the contract and agree to accept the terms, limitations, exclusions, conditions, clauses and warranties contained in the policy/policies and/or as modified or extended by any endorsements thereon.

本人（等）（下列簽署人）特此聲明：

- 同意三井住友海上火災保險（香港）有限公司保留其不受理本人投保的權利。
- 保證所填報資料及對所載問題的回答，據本人確信，均為正確無訛。
- 並未隱瞞可能影響本投保書評估的事實。
- 同意本投保書、聲明及所提供的其他資料作為合約基礎，並同意接受本保單所載及/或其任何修訂。
- 修訂或擴充的條款、限制、不承保事項、條件、條文及保證。

**Important note: Please refer to the Office Insurance Policy (which will be issued to you upon acceptance of your proposal) for the applicable terms, conditions and exclusions.**

注意事項：有關條款細則及不承保範圍，請參閱「辦公室綜合保險」保單（於接納您的投保書後奉上）。

## Appendix:

MSIG Insurance (Hong Kong) Limited (“**MSIG**”, “**we**” or “**us**”) would ask that you take the time to read this privacy policy carefully. In case of discrepancies between the English and Chinese versions of this statement, the English version shall prevail.

## **PRIVACY POLICY**

MSIG takes your privacy very seriously. To ensure your personal information is secure, we communicate and enforce our privacy and security guidelines according to the relevant laws and regulations. MSIG takes precautions to safeguard your personal information against loss, theft, and misuse, as well as against unauthorised access, disclosure, alteration, and destruction. Furthermore, we will not sell your personal information to anyone for any purposes. MSIG imposes very strict sanction control and only authorised staff on a need-to-know basis are given access to or will handle your personal data, and we provide regular training to our staff to keep them abreast of any new developments in privacy laws and regulations.

We will only retain your personal data in our business records for as long as it is necessary for business and tax purposes as permitted by the laws. We will require our agent, contractor or third party who provides administrative or other services on our behalf to protect personal data they may receive in a manner consistent with this policy. We do not allow them to use such information for any other purposes. If you have any questions or inquiries regarding our privacy policy, please feel free to contact us.

We may amend this Privacy Policy at any time and for any reason. The updated version will be available by following the ‘Privacy Policy’ link on our website homepage at [msig.com.hk](https://msig.com.hk). You should check the Privacy Policy regularly for changes.

## **Personal information collection statement**

Personal information is data that can be used to uniquely identify or contact a single person. As our customers, it is necessary from time to time for you to supply us with your personal data in relation to the general insurance services and products (“the Product”) that we provide to you and in order for us to deliver and improve the customer service. This includes but not limited to the personal data contained in the proposal form or in any documents in relation to the Product or any claim made under the Product.

Your personal data may be used for the purpose of :

- our daily operation and administration of the services and facilities in relation to the Product provided to you;
- any sales, marketing, promotion of other general insurance service and products provided by us;
- variation cancellation or renewal of the Product;
- assessing and processing claims in relation to the Product and any subsequent legal proceeding; or
- exercising any right of subrogation by us.

In connection with any of the above purposes, the personal data that we have collected might be transferred to:

- our related subsidiary or affiliated companies within the MSIG Group or MS&AD Insurance Group in or out of Macau.
- any other company carrying out insurance or reinsurance related business in or out of Macau;
- any association or federation of insurance companies that exists or is formed from time to time; or
- any agent, contractor or third party who provides administrative, claims handling or other services relating to the Product to MSIG or any member of the MSIG Group or MS&AD Insurance Group.

In order to confirm the accuracy of your personal data, you agree to provide us with authorisation to access to and to verify any of your personal data with the information collected by any federation of insurance companies from the insurance industry.

Under the relevant laws and regulations, you have the right to request access to and to request connection of your personal data held by us, and to request to opt out from receiving any direct marketing communication from us. If you wish to exercise these rights, please write to our Data Protection Officer at 9/F 1111 King’s Road, Taikoo Shing, Hong Kong (for Hong Kong customers) or at Avenida Da Praia Grande No. 683. Edif Tai Wah 13 Andar A&B, Macau (for Macau customers).

Nothing in this statement shall limit your rights under the relevant laws and regulations.

Authorized Signature (with Company Chop)

\_\_\_\_\_

Date \_\_\_\_\_ (DD/MM/YYYY)

Name:

Position:

附錄：

三井住友海上火災保險（香港）有限公司（下稱「三井住友保險」、「我們」或「本公司」）請您仔細閱讀下列條款與條件。如此聲明的英文版本與中文版本內容有歧異，將以英文版本為準。

## 私隱政策

三井住友保險極為重視您的私隱。為了保障您的個人資料，我們以有關法例及規例為準則，向公司內部傳達並執行我們定立之私隱及保障指引。三井住友保險採取預防措施以保障您的個人資料免遭受遺失、盜竊、誤用，以及在未經許可之情況下被取用、洩露、更改及破壞。此外，我們均不會出售您的個人資料給任何人。三井住友保險嚴格執行認可管制，只容許獲授權之職員在必需要的情況下，取用或處理您的個人資料。我們會向職員定期提供培訓，確保他們知悉任何有關私隱法律及規例的新發展。

我們只會在法律容許並必需用於業務及稅務用途之情況下，保留您的個人資料作為我們的業務記錄。我們會向以本公司之名義提供行政或其他服務之代理、承辦商或第三者，要求他們遵循本政策保護有可能收到的個人資料。本公司不會容許他們使用有關資料於任何其他目的。如您對我們的私隱政策有任何疑問，歡迎聯絡我們查詢。

我們可能不時修改此範本。修改後的範本可於本公司網頁[msig.com.hk](http://msig.com.hk)下載。您應定期查閱此範本所修改的內容。

## 個人資料收集聲明

個人資料是可以用作獨立識別或聯絡個別人士之數據。貴為我們的客戶，您須向我們不時供給與我們提供之一般保險服務及保單產品（下稱「保單」）相關的個人資料，讓我們可向您提供客戶服務及改善服務質素。當中包括但不限於您在申請表填寫或任何與保單有關之文件上或任何透過保單索償上所載之個人資料。

您的個人資料可被用於以下用途：

- 向您提供產品及設施相關之日常運作及行政用途；
- 任何我們提供的其他一般保險服務及產品之銷售，市場售銷及推廣用途；
- 產品變動、取消或更新用途；
- 評估及處理透過產品索償及任何繼後法律訴訟之用處；或
- 由本公司行使代位權利之用途。

就任何上述的用途，我們所收集的個人資料可能會被轉移至：

- 在三井住友保險集團或MS&AD保險集團內，在澳門或海外與本公司有關之機構、子公司或附屬公司；
- 任何其他在澳門或海外經營有關保險或再保險業務之公司；
- 任何現存或不時成立的協會或保險公聯會；或
- 任何提供行政服務、索償處理或其他與三井住友保險集團或MS&AD保險集團成員相關產品服務之代理、承辦商或第三者。

為了確保您的個人資料之準確性，您同意授權本公司查閱並核實任何由保險業界內保險公司聯會所收集有關您的個人資料。

根據有關法例及規例，您有權查閱及更正本公司所持的任何載有您的個人資料之記錄。如您欲行使以上權利，可以書面形式投寄至香港太古城英皇道1111號9樓三井住友海上火災保險（香港）有限公司（適用於香港客戶）；或澳門南灣大馬路693號大華大廈13樓A-B座三井住友海上火災保險（香港）有限公司澳門分公司（適用於澳門客戶），通知本公司的資料保護主任。

此聲明所述之條文並不限制您就相關法例及規例可行使之權利。

獲授權簽署 (連公司圖章)

\_\_\_\_\_

日期 \_\_\_\_\_ (日/月/年)

姓名：

職位：