

OFFICESAFE PLUS APPLICATION FORM 辦公室全險申請書



Blue Cross 藍十字

Member of BEA Group 東亞銀行集團成員

29/F, BEA Tower, Millennium City 5, 418 Kwun Tong Road,
Kwun Tong, Kowloon, Hong Kong
香港九龍觀塘道418號創紀之城5期東亞銀行中心29樓
Tel 電話：3608 2888 Fax 傳真：3608 2938
www.bluecross.com.hk

Please complete this Form in **BLOCK LETTERS** and return together with your payment cheque to : **Blue Cross (Asia-Pacific) Insurance Limited**

投保人在填妥此份申請表格後，請連同劃線支票書名「**藍十字(亞太)保險有限公司**」交回本公司。

(I) Applicant Details 投保人資料

Name of Applicant (Surname / Given Name) 投保人姓名 (姓 / 名)		E-mail Address 電郵地址
Insured Premises 投保地址		
Correspondence Address (if different from the above) 通信地址 (如與上述不同)		
Telephone No. 電話		Fax No. 傳真
Nature of Business 業務性質	Policy Effective Date (dd/mm/yy) 保單生效日期 (日/月/年)	- For 1 year - 為期1年
(Policy effective date subject to Company's underwriting acceptance 承保日期以本公司審核為準)		

(II) Plan Details 保險計劃

Section I 第一部分	Office Content / Stock "All Risks" Insurance (Basic Cover) 辦公室財物設施 / 存貨 "全險" (基本保障)	Sum Insured (HK\$) 投保額 (港幣)	Premium Rate 年費率	Annual Premium (HK\$) 每年保費 (港幣)
A)	On Office Contents 辦公室財物設施			
B)	On Stock 存貨 Mainly consists of 主要包括			
Annual Premium 年費				

Section II Employees' Compensation Insurance (Optional) 第二部分 僱員補償保險 (隨意選擇)

Occupation 職位	No. of Employees 員工人數	Est. Annual Earnings 估計每年收入	Premium Rate 年費率	Annual Premium (HK\$) 每年保費 (港幣)
1. Indoor Clerical/Administration Staff 室內職員				
2. Outdoor Staff (e.g. Salesman, Messenger, Amah) 外勤職員 (例如：營業代表、信差、清潔工人)				
3. Others (please specify) 其他 (請註明)				

Section I 第一部分		+	Section II 第二部分		=	Total Annual Premium 全年總保費
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(III) Insurance History 保險資料

1. Have you suffered any loss or damage covered by this plan during the past 3 years? 閣下於過往三年內，曾否遭受此計劃所承保的災險所引致的遺失或損毀？	<input type="checkbox"/> Yes 是	<input type="checkbox"/> No 否
2. Have you made any employees' compensation insurance claims during the past 3 years? 閣下於過往三年內曾否作出僱員補償保險索償？	<input type="checkbox"/> Yes 是	<input type="checkbox"/> No 否
3. Has any Insurer 其他承保公司曾否：		
a) declined your proposal? 拒絕閣下的投保申請？	<input type="checkbox"/> Yes 是	<input type="checkbox"/> No 否
b) refused to renew your policy? 拒絕為閣下的保單續保？	<input type="checkbox"/> Yes 是	<input type="checkbox"/> No 否
c) cancelled your policy? 取消閣下的保單？	<input type="checkbox"/> Yes 是	<input type="checkbox"/> No 否
4. Is a burglary alarm installed in your premises? (if yes, please give details of the alarm) 投保的辦公室是否裝有防盜警報系統？ (如是，請詳述警報系統的資料)	<input type="checkbox"/> Yes 是	<input type="checkbox"/> No 否

For any "Yes" answer, please give full details.
若上述任何項目之答案為「是」者，請述詳情。

(IV) Declaration 聲明

- I/We have not withheld any material information and I/We accept that this application and declaration shall be the basis of and incorporated in the contract between I/We and Blue Cross (Asia-Pacific) Insurance Limited ("the Company").
- I/We understand that the liability of the Company does not commence until this proposal has been accepted by the Company and the premium has been paid.

1. 本人/我們保證此申請書內之資料皆確實無訛，並同意此申請書之內容及聲明將為此項保險合約之承保根據。

2. 本人/我們明白此申請書經貴公司接受，並在保費繳付後，貴公司所承保之責任始行生效。

Personal Information Collection Statement

I / We understand and agree that any personal information is collected or held by Blue Cross (Asia-Pacific) Insurance Limited ("the Company") to enable the Company to carry on insurance business and may be used, stored, disclosed and transferred (within or outside of Hong Kong) to any individuals / organizations associated with the Company or any selected third party as the Company may consider necessary for the purposes of: (1) any insurance or financial related product or service or any addition, alteration, variations, cancellation or renewal or reinstatement of them; (2) any scope of insurance coverage, claim processing / investigation, any analysis of it and data matching; (3) promotion of financial products or services by the Company and its affiliated companies; and (4) communicating with me/us/ the insured or any relevant organization/person as the Company may consider necessary. I / We have the right to obtain the "Privacy Policy Statement", access to and to request correction of any personal information concerning myself/ourselves held by the Company. Such request could be made to the Company's Corporate Data Protection Officer at 29th Floor, BEA Tower, Millennium City 5, 418 Kwun Tong Road, Kwun Tong, Kowloon, Hong Kong.

收集個人資料聲明

本人/我們明白並同意藍十字(亞太)保險有限公司("貴公司")可收集或持有本人/我們之個人資料用於保險業務之用途，並可將此等資料使用、儲存、透露及轉交(於本地或以外)予任何與貴公司有關之人士 / 機構或被選定之第三者，作以下用途：(1)有關保險或財務之產品或服務，或該等產品或服務之增加、更改、轉變、取消、更新或復效；(2)任何保障範圍、處理理賠/調查或其有關分析及資料核對；(3)任何貴公司及其附屬公司之財務計劃、商品及服務之推廣活動；及(4)與本人/我們/受保人或貴公司認為有關之機構/人仕聯絡。本人/我們有權致函香港九龍觀塘道418號創紀之城5期東亞銀行中心29樓向貴公司之個人資料保護主任索取「私隱政策聲明」，查詢及要求更正貴公司所持有有關之個人資料。

Applicant's Signature and Company Chop 投保人簽署及公司印章	Date (dd/mm/yy) 日期 (日/月/年)
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For Intermediary Use Only 保險中介人專用

Name of Intermediary
中介人姓名

Intermediary's Code
中介人編號

For Office Use Only 本公司專用

Policy No.
保單號碼

Underwriting Approval
批核人簽署



Blue Cross 藍十字

Member of BEA Group 東亞銀行集團成員



OfficeSafe Plus
辦公室全險



OFFICESAFE PLUS 辦公室全險

OFFICESAFE PLUS is a multi-risks policy that is specially designed to protect your office at a competitive cost.

COVERAGE

OFFICESAFE PLUS consists of seven sections including:

(I) Office Content / Stock "All Risks" Insurance	(Basic Cover)
(II) Employees' Compensation Insurance	(Optional)
(III) Business Interruption Insurance	(Free)
(IV) Money Insurance	(Free)
(V) Public Liability Insurance	(Free)
(VI) Personal Accident Insurance	(Free)
(VII) Fidelity Guarantee Insurance	(Free)

Once you are insured for Section I, Sections III to V will be covered Free of Charge. Section II is optional with payment of separate premium. If you are insured for Sections I and II at the same time, Sections III to VII will be covered at no cost.

The following is a brief summary of the coverage. Please note that it is subject to the terms, conditions and exclusions of the policy. When the policy is issued, do read it carefully to ensure that it complies with your requirements.

Coverage	Max. Limit (HK\$)
Section I – Office Content / Stock "All Risks" Insurance (Basic Cover)	
On Office Contents	Up to the selected sum insured
On Stock	Up to the selected sum insured
Plus FREE Extensions:	
1. Loss of or Damage to Personal Effects	\$5,000 / employee Max. \$10,000
2. Loss of or Damage to Contents temporarily removed from the Business Premises	15% of Sum Insured
3. Removal of Debris	10% of Sum Insured Max. \$100,000
4. Cost of Reinstating or Reproducing any Documents, Deeds, Maps, Plans and Records in Transit	\$10,000
5. Accidental Breakage to Fixed Glass	\$50,000
6. Loss of or Damage to Computer Systems and Records (for Reproducing Data Cost only)	\$5,000 / item Max. \$50,000
7. Fire Extinguishing Expenses	\$50,000
8. Loss of or Damage to Stock and Contents Held in Trust	\$10,000 / item Max. \$100,000
9. Automatic Reinstatement of Sum Insured	Covered
10. Damage to Insured Property during the period of Interior Renovation	\$100,000 (Maximum Contract Value)
11. Extra Charges Clause	10% of the Loss
Section II – Employees' Compensation Insurance (Optional)	
Covers liability under the Employees' Compensation Ordinance or at Common Law for bodily injury by accident or diseases.	As required by the Ordinance
Plus FREE Extensions:	
1. Employees Inter-Sports, Social & Welfare Activities	Covered
2. Business Trip	
3. Extraordinary Weather Conditions	
4. Meal and Lunch (whilst using the catering facilities/services provided by the employer)	

Coverage	Max. Limit (HK\$)
Section III – Business Interruption Insurance (Free)	
Extra expenses incurred in consequence of damage to property insured under Section I (e.g. rental for a temporary site)	\$750,000 with 12 months indemnity period
Plus FREE Extensions:	
1. Professional Accountants' Fees	\$50,000
2. Denial of Access	Covered
3. Failure of Public Utilities (e.g. electricity, gas or water)	Covered
Section IV – Money Insurance (Free)	
1. Loss of Money (other than crossed cheques, crossed postal orders, crossed money orders and crossed bankers drafts)	\$50,000
(a) Money in transit during office hours	
(b) Money at business premises during office hours	
(c) Money at business premises out of office hours in locked safe or strongroom	
(d) Money at business premises out of office hours not in a locked safe or strongroom	
(e) Money in transit to and from and whilst at the residence of an authorised Employee	\$2,500
2. Loss of Money consisting of crossed cheques, crossed postal orders, crossed money order & crossed bankers drafts	\$500,000
3. Loss of or Damage to safes or cash register caused by theft or attempted theft	\$25,000

Coverage	Max. Limit (HK\$)
Section V – Public Liability Insurance (Free)	
Covers the legal liability arising from your (or your employees') negligence at the Insured Premises towards third parties for accidental bodily injury (fatal or not) or property damage.	\$5,000,000
Plus FREE Extensions:	
1. Overseas Visits	Covered
2. Tenant's Liability	Covered
3. Food &/or Drinks Poisoning sold or supplied by the Insured	\$1,000,000
Section VI – Personal Accident Insurance (Free)	
This benefit will cover the Insured and employees in respect of death or bodily injury arising from theft or attempted theft occurring in the Office Premises.	\$300,000 (Max. \$50,000 / person)
(a) Death	
(b) Permanent and Total Disablement	
(c) Loss of both limbs	
(d) Loss of sight of both eyes	
(e) Loss of one limb and sight of one eye	
(f) Loss of one limb or sight of one eye	
Section VII – Fidelity Guarantee Insurance (Free)	
This benefit will indemnify the Insured against any direct loss of money or property arising from any fraudulent or dishonest act of the Insured's employees.	\$50,000

Excess: HK\$500 or 10% of loss whichever is the greater in respect of any claim except for Sections II and VI.
Remarks: The minimum annual premium for whole policy and Section I are HK\$1,500 and HK\$1,000 respectively (excluding government surcharge).

If you have any enquiry, please feel free to contact our Customer Service Hotline: 3608 2988.

「辦公室全險」是專為各類型的辦公室而設計，提供各種辦公室必需的保險保障，保費相宜，申請手續簡易，定能為貴公司提供既方便又全面的保障。

保障範圍

「辦公室全險」可提供七部分保障，包括：

(I) 辦公室財物設施 / 存貨 "全險"	(基本保障)
(II) 僱員補償保險	(隨意選擇)
(III) 業務中斷保險	(免費)
(IV) 金錢損失保險	(免費)
(V) 公眾責任保險	(免費)
(VI) 人身意外保險	(免費)
(VII) 僱員忠誠保險	(免費)

若貴公司投保第一部分，便可同時免費獲得第三至第五部分的保障。第二部分可隨意選購，保費另計。若貴公司同時投保第一及第二部分，更可獲第三至第七部分的免費保障。

以下是本計劃之簡介，其詳情以保單內的條款為準。保單發出後，請細閱保單內容，以確保符合貴公司的需要。

保障範圍	最高賠償額 (港幣)
第一部分 - 辦公室財物設施 / 存貨 "全險" (基本保障)	
辦公室財物設施	按自選投保額而定
存貨	按自選投保額而定
附加免費條款:	
1. 私人物品損失或損壞	每僱員 \$5,000 最高賠償額 \$10,000
2. 暫時移離辦公室的財物遭受損毀或損失	投保額之15%
3. 清理災場費用	投保額之10% 最高賠償額 \$100,000
4. 在運送途中，遺失或損毀文件、契約、地圖、計劃書及記錄之重整費用	\$10,000
5. 固定玻璃意外破裂	\$50,000
6. 因電腦系統記錄損毀所須之重組費用	每件 \$5,000 最高賠償額 \$50,000
7. 滅火設備重置的費用	\$50,000
8. 因託管他人財物或存貨引致之損失或損壞	每件 \$10,000 最高賠償額 \$100,000
9. 災後保額自動恢復	已保
10. 店舖內之財物在改裝或維修期間遭受損毀	每次工程合約計 不超過 \$100,000
11. 額外災後費用	損失額之10%
第二部分 - 僱員補償保險 (隨意選擇)	
根據勞工補償法例或普通法，僱主對僱員因工受傷須負上之法律責任。	根據「僱員補償條例」
附加免費條款:	
1. 僱員間體育活動、社交及康樂活動	已保
2. 海外公幹	
3. 在特殊天氣情況下工作	
4. 午膳(因使用由僱主提供之膳食設施或服務)	

保障範圍	最高賠償額 (港幣)
第三部分 - 業務中斷保險 (免費)	
因第一部分辦公室設備之損毀引致貴公司需要暫停營業所引致的額外開支(例如租賃臨時辦公室設備)。	\$750,000 (賠款期12個月)
附加免費條款:	
1. 聘請專業會計師覆核索償金額所需的費用	\$50,000
2. 因承保地址之通道封閉，引致業務受阻	已保
3. 因公共電力、煤氣或水力供應中斷，引致業務受阻	已保
第四部分 - 金錢損失保險 (免費)	
1. 金錢損失(劃線支票、劃線郵政匯票、劃線匯票以及劃線銀行匯票除外)	\$50,000
(a) 在辦公時間運送途中	
(b) 辦公時間在辦公室內之金錢	
(c) 辦公時間以外在辦公室內的鎖夾萬或上鎖保險庫中之金錢	
(d) 辦公時間以外在辦公室內但不在上鎖夾萬或上鎖保險庫中之金錢	
(e) 在往返授權員工住所運送途中之金錢	\$2,500
2. 因遺失劃線支票、劃線郵政匯票、劃線匯票以及劃線銀行匯票構成的金錢損失。	\$500,000
3. 因盜竊或企圖盜竊所引致的夾萬或收銀機損毀	\$25,000
第五部分 - 公眾責任保險 (免費)	
保障閣下之僱員在被保地址內執行業務因疏忽引致第三者身體損傷或財物損毀而需負上之法律責任	\$5,000,000
附加免費條款:	
1. 海外公幹之法律責任	已保
2. 租客需付之法律責任	已保
3. 提供食品及/或飲品引致他人中毒之法律責任	\$1,000,000
第六部分 - 人身意外保險 (免費)	
如投保人或其僱員於辦公室遭遇盜竊或企圖盜竊並引致死亡或身體受傷，本保障將提供賠償。	\$300,000(每人最高賠償額 \$50,000)
(a) 死亡	
(b) 永久及完全傷殘	
(c) 喪失兩肢	
(d) 雙目失明	
(e) 喪失單肢及單目失明	
(f) 喪失單肢或單目失明	\$25,000
第七部分 - 僱員忠誠保險 (免費)	
本保障將賠償因投保人僱員的欺詐或不誠實行為所產生的任何金錢或財產損失。	\$50,000

自負額：每一事故為港幣500元或經核實損失的10%，以較高者為準(第二及第六部分除外)。
註：第一部分之每年最低保費為港幣1,000元，而整張保單之每年最低保費則為港幣1,500元(不包括政府徵收稅項)。

如欲查詢詳情，請致電客戶服務熱線：3608 2988

本小冊子乃資料摘要，並祇供參考之用，有關詳盡條款及規定，概以保單為準。

Blue Cross (Asia-Pacific) Insurance Limited

Blue Cross (Asia-Pacific) Insurance Limited ("Blue Cross") is a member of the Bank of East Asia Group. With more than 35 years of experience in the insurance industry, Blue Cross provides a comprehensive range of products including life, travel, medical and general insurance, which caters to the needs of both individual and corporate customers.

Blue Cross has a strong track record in the development of new products and tailor-made services. As a pioneer in the development of managed care, Blue Cross is the first insurer to develop a 'Preferred Provider Organization' in Hong Kong and introduce preventive health check-up programs for its customers.

Blue Cross has received major awards in recognition of its contribution to the fields of insurance and customer services, such as the Hong Kong Award for Services – Innovation Award of the Year, the Superbrands Award and the Asia Pacific Customer Relationship Excellence Award – Innovative Technology of the Year.

藍十字 (亞太) 保險有限公司

藍十字 (亞太) 保險有限公司 (「藍十字」) 是東亞銀行集團成員，於香港營運超過35年，提供多元化的保險產品，服務個人及公司團體客戶，當中包括人壽保險、旅遊保險、醫療保險及一般保險等，務求滿足客戶的不同需要。

藍十字擅於設計嶄新的保險計劃和服務，成績卓著，率先在香港成立「醫療護理網絡」，同時是首間為客戶提供預防性身體檢驗服務的保險公司。

藍十字屢獲殊榮，曾獲頒保險業及服務業多個主要獎項，例如「香港服務業獎 — 創意獎」、「超級品牌」及「亞太顧客服務協會 — 最佳創意科技獎」等。



Member of BEA Group 東亞銀行集團成員

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