

# 辦公室綜合保險

東京海上火災保險（香港）有限公司  
- 服務香港超過60年

東京海上火災保險(香港)有限公司乃Tokio Marine集團全資附屬公司，為全球最實力雄厚的保險集團其中之一。成立於1879年，日本東京海上日動火災保險株式會社為Tokio Marine集團旗下之旗艦公司並獲國際著名評級機構標準普爾 (Standard & Poor's) 評定公司財政評級為 "A+"\*。

本集團在全球近40個國家擁有卓越的國際網絡，僱用員工超過38,800名；強大的商業網絡更伸延至亞洲各地包括中國和香港。

東京海上火災保險(香港)有限公司的發展歷史可追溯至1953年。時至今日，我們已成為本港最大貨運保險公司之一，並獲標準普爾 (Standard & Poor's) 評級為 "A" \*。  
\* 截至2017年1月19日

## 產品特點

東京海上火災保險(香港)有限公司的辦公室綜合保險以優惠的價格全面為閣下的企業提供綜合保障。

| 第1項 — 辦公室財物綜合保險 (基本保障)  | 最高賠償額 (HK\$)                  |
|-------------------------|-------------------------------|
| <b>辦公室財物保障</b>          | <b>請列明投保金額</b>                |
| (a) 任何機器和設備             | \$100,000 / 件                 |
| (b) 電腦系統中的存檔檔案          | \$50,000                      |
| (c) 契約、文件、資訊卡、磁帶、菲林或幻燈片 | \$5,000 / 件                   |
| (d) 藝術品或古董              | 投保金額的10%，<br>不超過\$100,000 / 年 |
| — 每件最高賠償額               | \$10,000                      |
| (e) 貨辦及托管之財物或存貨損毀       | \$5,000 / 件                   |
| (f) 投保人或其僱員之個人財物        | \$5,000 / 人                   |

|                    |                              |
|--------------------|------------------------------|
| <b>第1項的免費附加保障</b>  |                              |
| 1. 辦公室財物暫時遷移費用     | 投保金額的10%，<br>不超過\$10,000 / 年 |
| — 每件最高賠償額          | \$5,000/件                    |
| 2. 消防滅火費用          | \$20,000                     |
| 3. 辦公室因遭盜竊而遭受的損失   | 已保                           |
| 4. 辦公室受損後的廢物清理費用   | 投保金額的10%                     |
| 5. 支付給建築師和測量師的費用   | \$5,000                      |
| * 第1項保障之最低保費為港幣一千元 |                              |

| 第2項 — 業務中斷保險 (免費保障)                        | 最高賠償額 (HK\$)         |
|--------------------------------------------|----------------------|
| 由於第一項所投保的辦公室財物受到損毀而增加的工作成本                 | \$1,000,000，賠償期為12個月 |
| <b>第2項的免費附加保障</b>                          |                      |
| 1. 強制性公積金(MPF)                             | \$5,000 / 年          |
| 2. 因素價帳項時所需支付給專業會計師的費用                     | \$50,000 / 年         |
| 3. 因鄰近建築物或地區受損以致無法進入辦公室時要維持業務所需的額外開支       | \$1,000,000 / 年      |
| 4. 由於謀殺、自殺、食物或飲料中毒、害蟲或者有害動植物引致傷亡而被相關部門關閉業務 | \$1,000,000 / 年      |
| 5. 因公共電力煤氣水力供應中斷時要維持業務所需的額外開支              | \$1,000,000 / 年      |

| 第3項 — 現金保險 (免費保障)                            | 最高賠償額     |
|----------------------------------------------|-----------|
| 1. 現金損失 (不包括劃線支票、劃線郵政匯款單、劃線本票、劃線銀行匯票和信用卡銷費單) |           |
| (a) 運送中的現金                                   | \$50,000  |
| (b) 營業時間在被保場所內的現金                            | \$50,000  |
| (c) 非營業時間鎖在被保場所的保險箱或者儲存室的現金                  | \$50,000  |
| (d) 非營業時間鎖在被保場所的抽屜或者收銀機的現金                   | \$5,000   |
| (e) 存放在銀行夜庫的現金，直至風險由銀行承擔                     | \$50,000  |
| 2. 劃線支票、劃線郵政匯款單、劃線本票、劃線銀行匯票和信用卡銷費單的損失        | \$500,000 |
| 3. 保險箱和收銀機被盜竊或蓄意盜竊而造成的損失                     | \$25,000  |

| 第4項 — 員工忠誠保險 (免費保障) | 最高賠償額        |
|---------------------|--------------|
| 因員工的欺騙或不誠實而造成的現金損失  | \$20,000 / 年 |

| 第5項 — 個人意外傷害保險                                 | 最高賠償額 (HK\$)  |
|------------------------------------------------|---------------|
| 因被保場所內的火災、爆炸、偷竊或者蓄意偷竊而對投保人或者職員造成的意外死亡或喪失永久工作能力 |               |
| (a) 人身受到傷害後12個月內死亡                             | \$100,000 / 人 |
| (b) 喪失完全或部分四肢                                  | \$100,000 / 人 |
| (c) 人身受到傷害後12個月之內單眼或者雙眼失明                      | \$100,000 / 人 |

| 第6項 — 公共責任保險 (免費保障)          | 最高賠償額            |
|------------------------------|------------------|
| 第三者在被保場所內受到身體損傷或財物損失而引致的法律責任 | \$10,000,000 / 次 |

|                             |                 |
|-----------------------------|-----------------|
| <b>第6項的免費附加保障</b>           |                 |
| 1. 於海外公幹時引致的法律責任            | 已保              |
| 2. 因租客責任所引致的法律責任            | 已保              |
| 3. 因公司所舉辦的社交活動和體育運動所引致的法律責任 | 已保              |
| 4. 因急救時引致的法律責任              | 已保              |
| 5. 在投保地點因供給的食物和飲品所引致的法律責任   | \$2,000,000 / 年 |

| 第7項 — 僱員賠償保險 (自選投保項)                                          | 最高賠償額                     |
|---------------------------------------------------------------|---------------------------|
| 閣下可選擇於本計劃內為僱員購買僱員賠償保險，保障範圍包括香港的僱員補償條例所制定及民事法所裁定的僱主給予僱員因工傷亡之賠償 | 每次事件最高法定賠償額為\$100,000,000 |

|                                    |  |
|------------------------------------|--|
| <b>* 第7項保障之最低保費為港幣一千元 (另加政府徵費)</b> |  |
| <b>第7項的免費附加保障</b>                  |  |
| 1. 僱員參與公司所舉辦之體育運動、社會活動和福利活動        |  |
| 2. 海外公幹                            |  |
| 3. 惡劣天氣狀況下工作                       |  |

| 保險徵費通知                                                                                                                                                                                             |           |           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| 由2018年1月1日起，投保人須根據“保險業條例”(第41章) 第134條支付保險徵費。本公司將根據以下之徵費率代表保險業監管局收取該徵費。詳情請瀏覽 <a href="http://www.tokiomarine.com.hk/ialevy">www.tokiomarine.com.hk/ialevy</a> 或聯絡我們 (852) 2529 4401 或您的保險中介機構 (如有)。 |           |           |
| 保單生效日期 (包括首末兩日)                                                                                                                                                                                    | 徵費率 (於保費) | 徵費上限 (港幣) |
| 1.1.2018 - 31.3.2019                                                                                                                                                                               | 0.04%     | 2,000     |
| 1.4.2019 - 31.3.2020                                                                                                                                                                               | 0.06%     | 3,000     |
| 1.4.2020 - 31.3.2021                                                                                                                                                                               | 0.085%    | 4,250     |
| 1.4.2021 - 或以後                                                                                                                                                                                     | 0.1%      | 5,000     |
| 備註：本單張之標準保費並不包括此保險徵費在內。                                                                                                                                                                            |           |           |

如本單張內之中文內容與英文有異，一切內容將以英文為準。  
本保險之保障詳情，請參閱保單內之條款。



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# Office Package Insurance 辦公室綜合保險



**Sun Flower Insurance Brokers Limited**  
Room 1105-08, Hing Yip Commercial Centre,  
282 Des Voeux Road Central, Hong Kong  
Tel: (852) 2521-1881 Fax: (852) 2521-1919  
Web: [www.sunflowerVIP.com](http://www.sunflowerVIP.com) [www.sunflowerMPF.com](http://www.sunflowerMPF.com)



**東京海上火災保險(香港)有限公司**  
The Tokio Marine and Fire Insurance Co. (HK) Ltd.

27A, United Centre, 95 Queensway, Hong Kong 香港金鐘道九十五號統一中心27A  
Tel: 電話: (852) 2529 4401 Fax: 傳真: (852) 3405 9837 <http://www.tokiomarine.com.hk>

# Office Package Insurance

## Tokio Marine Hong Kong

- serving Hong Kong for more than 60 years

The Tokio Marine and Fire Insurance Co. (HK) Ltd. ("the Company") is a wholly-owned subsidiary of Tokio Marine Group, one of the largest international insurance groups in the world. The flagship company of Tokio Marine Group is Tokio Marine & Nichido Fire Insurance Co. Ltd. founded in 1879 with credit rating of "A+" (S&P)\*. The Group has more than 38,800 employees all over the world and a prominent global network in near 40 countries and also a strong network in Asia including China and Hong Kong.

Tokio Marine's history in Hong Kong can be dated back to 1953. The business has been growing together with the economy of Hong Kong since then. The Company is now one of the top Marine Cargo Insurance Companies in Hong Kong with credit rating of "A" (S&P)\*.

\*: as of 19 Jan 2017

### Product Features

Tokio Marine's Office Package Insurance is specially designed to protect your business with a broader coverage at a competitive cost.

### Section 1 - Content All Risks Cover (Basic Cover) Maximum Limit (HK\$)

| On Contents                                                    | Declared Sum Insured                                  |
|----------------------------------------------------------------|-------------------------------------------------------|
| (a) any one machinery and equipment                            | \$100,000 / item                                      |
| (b) computer systems' records                                  | \$50,000                                              |
| (c) deed, document, card, tape, film or transparency           | \$5,000 / item                                        |
| (d) work of art or curios                                      | 10% of the Sum Insured not exceeding \$100,000 / year |
| - maximum limit per item                                       | \$10,000                                              |
| (e) any one trade sample and good held in trust                | \$5,000 / item                                        |
| (f) personal effects of the Insured or employee of the Insured | \$5,000 / person                                      |

**\*Minimum premium for section 1: HK\$ 1,000**

### Free Extension under Section 1

|                                       |                                               |
|---------------------------------------|-----------------------------------------------|
| 1. Temporarily Removal                | 10% of the Sum Insured not exceeding \$10,000 |
| - maximum limit per item              | \$5,000 / item                                |
| 2. Fire Extinguishing Expenses        | \$20,000                                      |
| 3. Damage to Premises following theft | Covered                                       |
| 4. Removal of Debris                  | 10% of the Sum Insured                        |
| 5. Architects' & Surveyors' fees      | \$5,000                                       |

### Section 2 - Business Interruption (Free) Maximum Limit (HK\$)

Increased Cost of Working incurred in consequence of damage to property insured under Section 1 \$1,000,000 with 12 months indemnity period

### Free Extension under Section 2

|                                                                                                   |                    |
|---------------------------------------------------------------------------------------------------|--------------------|
| 1. Mandatory Provident Fund (MPF) Contribution                                                    | \$5,000 / year     |
| 2. Professional Accountants' Fees                                                                 | \$50,000 / year    |
| 3. Denial of Access                                                                               | \$1,000,000 / year |
| 4. Closure due to Murder, Suicide, Food & Drink Poisoning, Vermin or Pests by competent authority | \$1,000,000 / year |
| 5. Failure of Public Utilities                                                                    | \$1,000,000 / year |

### Section 3 - Money (Free) Maximum Limit (HK\$)

|                                                                                                                                                    |           |
|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1. Loss of Money (other than crossed cheques, crossed postal orders, crossed money orders, crossed bankers' drafts and credit card sales vouchers) |           |
| (a) Money in Transit                                                                                                                               | \$50,000  |
| (b) Money on the premises during business hours                                                                                                    | \$50,000  |
| (c) Money on the premises out of business hours in a locked safe or locked strong room                                                             | \$50,000  |
| (d) Money on the premises out of business hours in a locked drawer or locked cash register                                                         | \$5,000   |
| (e) Money in bank night safes and thereafter within bank premises until at banks' risk                                                             | \$50,000  |
| 2. Loss of crossed cheques, crossed postal orders, crossed money orders, crossed bankers' drafts and credit card sales vouchers                    | \$500,000 |
| 3. Loss of or damage to Safes and Cash Register caused by theft or attempted theft                                                                 | \$25,000  |

### Section 4 - Fidelity Guarantee (Free) Maximum Limit (HK\$)

Loss of Money due to acts of fraud or dishonesty committed by employee \$20,000 / year

### Section 5 - Personal Assault Maximum Limit (HK\$)

Cover accidental death or permanent total disablement of the Insured or employees as a result of fire, explosion, theft or attempted theft at the Premises

|                                                                             |                    |
|-----------------------------------------------------------------------------|--------------------|
| (a) Death within 12 months of the bodily injury                             | \$100,000 / person |
| (b) Loss of one or more limbs                                               | \$100,000 / person |
| (c) Loss of sight of one or both eyes within 12 months of the bodily injury | \$100,000 / person |

### Section 6 - Public Liability (Free) Maximum Limit (HK\$)

Insure against legal liability for third parties bodily injury or property damage \$10,000,000 / occurrence

### Free Extension under Section 6

|                             |                    |
|-----------------------------|--------------------|
| 1. Oversea Visits           | Covered            |
| 2. Tenant Liability         | Covered            |
| 3. Social and Sports        | Covered            |
| 4. First Aid                | Covered            |
| 5. Food and Drinks Supplied | \$2,000,000 / year |

### Section 7 - Employees' Compensation (Optional Cover) Maximum Limit (HK\$)

Insure against employer's liability to employees under the Employees' Compensation Ordinance and Common Law \$100,000,000 or up to the statutory limit / event

**\*Minimum premium for section 7: HK\$ 1,000 + Government Surcharge**

### Free Extension under Section 7

- Employees Inter-Sports Social & Welfare Activities
- Business Trip
- Extraordinary Weather Conditions

### PREMIUM LEVY NOTICE

With effect from 1st January 2018, Levy will be payable by Policyholders under Section 134 of the Insurance Ordinance (Cap.41). Insurance Company will collect the Premium Levy on behalf of Insurance Authority according to below Levy Table. For further information, please visit [www.tokiomarine.com.hk/ialevy](http://www.tokiomarine.com.hk/ialevy) or contact us at (852) 2529 4401 or your intermediary, if any.

| Policy Inception Date (both dates inclusive) | Levy Rate (of Premium) | Maximum Levy (HK\$) |
|----------------------------------------------|------------------------|---------------------|
| 1.1.2018 - 31.3.2019                         | 0.04%                  | 2,000               |
| 1.4.2019 - 31.3.2020                         | 0.06%                  | 3,000               |
| 1.4.2020 - 31.3.2021                         | 0.085%                 | 4,250               |
| 1.4.2021 - onwards                           | 0.1%                   | 5,000               |

Remark: The standard Premium shown in this Brochure does not include the Premium Levy charge.

Should there be any discrepancies between the Chinese & English versions, English version shall prevail. Please refer to the policy for complete details. A specimen policy can be made available on request.

# Office Package Insurance Application Form

If you are interested to apply for this insurance, please fax to (852)3405 9837 or send it to The Tokio Marine and Fire Insurance Co. (HK) Ltd, 27A, United Centre, 95 Queensway, Hong Kong

## Details of Applicant

Company Name (as Business Registration)

Contact Person

Nature of Business

Correspondence Address

Insured Premises

Tel No.

Fax No.

E-mail Address

Period of Insurance

From To  
(dd/mm/yyyy) (dd/mm/yyyy)

(the insurance will not be effective until acceptance by the Company)

## Insurance Details

### Section 1- Content All Risks Cover (Basic Cover)

1 On Contents HK\$

2 (others - please specify) HK\$

Total Sum Insured under Section 1 HK\$

### Section 7- Employees' Compensation (Optional Cover)

Occupation . No. of Employees Estimated Annual Earnings

1 HK\$

2 HK\$

3 HK\$

Total Estimated Annual Earnings under Section 7 HK\$



TOKIO MARINE

東京海上火災保險(香港)有限公司

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27A, United Centre, 95 Queensway, Hong Kong 香港金鐘道九十五號統一中心27A  
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1 Have you suffered any loss or damage in relation to the insurance you apply for in the past 3 years? Yes ☐ No ☐

2 Has any Insurer: (a) declined your proposal? Yes ☐ No ☐  
(b) refused to renew your policy? Yes ☐ No ☐  
(c) cancelled your policy? Yes ☐ No ☐

3 Is a burglary alarm installed in your premises? Yes ☐ No ☐

For any "Yes" answer to the above, please give all details.

## Declaration & Signature

1. 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 The Tokio Marine and Fire Insurance Co. (HK) Ltd. ("the Company").
2. 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.
3. I/We understand and agree that the Company will allow brokerage/commission to the intermediary, if any, involved in placing this insurance with the Company.

### Personal Information Collection Statement

The information provided by me/us to The Tokio Marine and Fire Insurance Co. (HK) Ltd. ("the Company") is collected to enable the Company to carry on insurance business and may be used for the purpose of :

1. any insurance or financial related product or service or any alterations, variations, cancellation or renewal of the said products or services;
2. any claim or investigation or analysis of such claim; and
3. exercising any right of subrogation; and may be transferred to:
4. any related company or any other company carrying on insurance or reinsurance related business or an intermediary or a claims or investigation or other service provider providing services relevant to insurance business for any of the above or related purposes;
5. any association, federation or similar organization of insurance companies ("Federation") 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; and
6. any members of the Federation by the Federation for any of the above or related purposes.

Moreover, the Company is hereby authorized to obtain access to and/or to verify any data provided by me/us with the information collected by the Federation from the insurance industry.

I / We understand that I/we have the right to obtain access to and to request correction of any personal information concerning myself/ourselves held by the Company. Requests for such access can be made in writing to the Compliance Officer, 27A, United Centre, 95 Queensway, Hong Kong.

### IMPORTANT NOTICE: (Applicable to Broker's Business only)

The applicant understands, acknowledges and agrees that, as a result of the applicant purchasing and taking up the policy to be issued by the Company, the Company will pay the authorized insurance broker commission during the continuance of the policy including renewals, for arranging the said policy. Where the applicant is a body corporate, the authorized person who signs on behalf of the applicant further confirms to the Company that he or she is authorized to do so.

The applicant further understands that the above agreement is necessary for the Company to proceed with the application.

Applicant's Signature with Company Chop:

Date of Application:

# 辦公室綜合保險申請表

如欲投保，請傳真至 (852) 3405 9837或郵寄至東京海上火災保險(香港)有限公司，  
香港金鐘道九十五號統一中心二十七樓A



TOKIOMARINE

東京海上火災保險(香港)有限公司

The Tokio Marine and Fire Insurance Co.(HK) Ltd.

27A, United Centre, 95 Queensway, Hong Kong 香港金鐘道九十五號統一中心27A  
Tel:電話: (852) 2529 4401 Fax:傳真: (852) 3405 9837 http://www.tokiomarine.com.hk

## 投保人資料

公司名稱（與註冊名稱一致）

聯絡人

業務性質

通訊地址

投保地址

電話

傳真

電子郵箱

保險期限

從 \_\_\_\_\_ 至 \_\_\_\_\_

(日/月/年) (日/月/年)

(在未經保險公司接受投保之前，保險均屬無效)

## 保險詳情

### 第1項 辦公室財物綜合保險（基本保障）

|            |      |
|------------|------|
| 1 辦公室財物    | HK\$ |
| 2 (其他一請詳述) | HK\$ |
| 第1項總投保金額   | HK\$ |

### 第7項 — 僱員賠償保險（自選投保項）

| 職位         | 僱員數目 | 估計每年收入 |
|------------|------|--------|
| 1          |      | HK\$   |
| 2          |      | HK\$   |
| 3          |      | HK\$   |
| 第7項總估計每年收入 |      | HK\$   |

## 保險歷史

- 1 貴公司是否在過去3年內遭受過與所申請的保險有關的損失或傷害？ 是 ☐ 否 ☐
- 2 是否有任何保險公司曾經 (a) 拒絕貴公司的投保申請？ 是 ☐ 否 ☐  
(b)拒絕續保申請？ 是 ☐ 否 ☐  
(c)取消閣下的保單？ 是 ☐ 否 ☐
- 3 貴公司的辦公場所是否安裝了防盜警報系統？ 是 ☐ 否 ☐
- 如以上任何問題的回答為"是"，請填寫有關詳情如下：

## 聲明及簽署

- 本人/我們明白此次投保申請書內的資料就本人/我們所知所信，全部真實無訛。本人/我們明白此次投保申請書將成為本人/我們與東京海上火災保險(香港)有限公司(簡稱"本公司")簽訂合約的依據。
- 本人/我們明白及同意此保單將於東京海上火災保險(香港)有限公司核准此申請書並已獲得保費之後方能正式生效。
- 本人/我們明白及同意若此保險經由中介人安排，並由東京海上火災保險(香港)有限公司承保(簡稱"本公司")，本公司將會付佣金予該中介人。

### 有關收集個人資料聲明

本人/我們提供的資料，為東京海上火災保險(香港)有限公司提供保險業務所需，並可能使用於下列目的：

- 任何與保險或財務有關的產品或服務，或該等產品或服務的任何更改、變更、取消或更新；
  - 任何索償，或該等索償的調查或分析；及
  - 行使任何代位權；及可能轉移予；
  - 任何有關的公司，或任何其他從事與保險或再保險業務有關的公司，或與保險業務有關的中介人或索償或調查或其他服務提供者，以達到任何上述或有關目的；
  - 現存或不時成立的任何保險公司協會或聯會或類同組織（「聯會」）以達到任何上述或有關目的，或以便「聯會」執行其監管職能，或其他基於保險業或任何「聯會」會員的利益而不時在合理要求下賦予「聯會」的職能；及
  - 透過「聯會」轉移予任何「聯會」的會員，以達到任何上述或有關目的。
- 此外，在此授權東京海上火災保險(香港)有限公司由「聯會」從保險業內收集的資料中查閱及/或核對閣下任何資料。

本人/我們有權查閱及要求更正由東京海上火災保險(香港)有限公司持有的本人/我們的個人資料，若有此需要可寫信並寄至香港金鐘道九十五號統一中心二十七樓A向該公司協調官員提出。

### 重要通告：(只適用於保險經紀業務)

申請人明白，確知及同意，本公司會就申請人購買及接受其簽發的保單，於保單有效期內（包括續保期），向負責安排有關保單的獲授權保險經紀支付佣金。假如申請人為法人團體，代表申請人簽署的獲授權人員須向本公司確認他/她已獲該法人團體授權。  
申請人明白本公司必須取得申請人以上的同意，才可以處理其保險申請。

申請人簽名：

申請日期：