



MSIG Insurance (Hong Kong) Limited
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 www.msig.com.hk

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

For Broker Use Only

Public Liability Insurance Proposal Form 公眾責任保險投保書

NAME OF PROPOSER 投保人姓名

--

CORRESPONDENCE ADDRESS 通訊地址

--

FOR OFFICE USE ONLY 只供內部使用

Account No.	Policy No.
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CONTACT NO.:
聯絡電話

--

FAX NO.:
傳真號碼

--

EMAIL ADDRESS :
電郵地址

--

NATURE OF BUSINESS:
業務性質

--

NUMBER OF EMPLOYEES:
員工數目

--

(Please indicate products & services provided 請註明所提供的產品或服務)

PERIOD OF INSURANCE:
投保期限

INCEPTION DATE

EXPIRY DATE

由

--	--	--	--

 (Day/Month/Year)
 日 / 月 / 年

至

--	--	--	--

 (Day/Month/Year)
 日 / 月 / 年

TURNOVER (ANNUAL SALES)(HK\$)
全年營業額 (港幣/元)

Below 1M
一百萬以下

 1.

50M-100M
五千萬至一億

 5.

HK\$ 1M-5M
一百萬至五百萬

 2.

100M-200M
一億至二億

 6.

5M-25M
五百萬至二千五百萬

 3.

200M-500M
二億至五億

 7.

25M-50M
二千五百萬至五千萬

 4.

Over 500M
超過五億

 8.

SITUATION OF PREMISES WHERE COVER IS REQUIRED:
受保物業地點

No. 1 General Third Party Indemnity

To indemnify the Proposer against all sums which the Proposer shall become legally liable to pay for compensation in respect of:

1. Accidental bodily injury to any person
2. Accidental damage to property

caused on or about the abovementioned Premises by the fault or negligence of the Proposer or of any person in the Proposer's service whilst engaged in the Proposer's Trade or Business as above described or by any defect in the buildings, walk-ways, works machinery or plant of the Proposer connected with the Business or Trade of the Proposer at aforesaid Premises.

第一項 一般第三者責任

賠償投保人就以下範疇所必須依法賠償的所有費用：

就上述物業，因投保人或任何向投保人提供服務，並參與投保人上述貿易或業務的人仕之錯誤或疏忽；或由投保人於前述物業用於業務或貿易的建築物、通道、業用機械或機器設備的任何缺損；所導致或有關的

1. 任何其他人身體意外受傷
2. 財物意外損毀

No. 2 Lift Indemnity

To indemnify the Proposer against all sums for which the Proposer shall become legally liable to pay for compensation in respect of:

Accidental bodily injury to any person whilst in any lift described herein or whilst entering or leaving any such lift caused by the fault or negligence of the Proposer or of any person in the Proposer's service engaged in the Proposer's Trade or Business as described above or by any defect in the machinery, plant or appliance connected with the said lifts.

第二項 升降機賠償

賠償投保人於任何下列升降機內或於進入或離開任何下列升降機時，因投保人或任何向投保人提供服務，並參與投保人上述貿易或業務的人之錯誤或疏忽；或由與下列升降機有關的機器設備或裝置的任何缺損；導致他人身體意外受傷所必須依法賠償的所有費用。

- a. Number of Lifts _____ Maker's Name _____
升降機數量 _____ 製造商名稱 _____
- b. Number of Floors served by Lifts _____
升降機之服務層數 _____
- c. Whether used for carrying Passengers or Goods _____
升降機用於載人或載貨 _____
- d. Maximum Carrying Capacity of each Lift _____
每架升降機的最高載容量 _____
- e. How often are the Lifts inspected and by whom _____
檢查升降機的頻率以及由誰檢查 _____

No. 3 Special Risks:

第三項 特別風險

No. 4 Details of Business or Trade

第四項 業務或貿易的詳情

- a. Please describe the work undertaken in your premises in details.
請詳細描述您物業內進行的工程。 _____
- b. Please give details of any operations carried out at other premises.
請詳細描述於其他物業內進行的任何工序。 _____
- c. Please give details of any Machinery, Electrical or other Mechanical Appliances which are used.
請詳細描述任何正在使用的機械，與電或機械有關的器材。 _____
- d. Please state the number of Hoists or Cranes employed by you.
請列明您使用的起重機以及吊車的數目。 _____
- e. Are Lifts or Elevators operating in your premises?
在您的物業內是否有升降機以及電梯運作？ _____
- f. Please give details of any chemicals or explosive or radioactive materials used or stored.
請詳細說明使用或儲存的任何化學性、爆發性或放射性物料。 _____

No. 5 Please state the details of Employees
第五項 請列明員工的詳情：

Number
數目

Annual Wages
年薪

a. Clerical Staff at your premises
在您的物業內的文職人員

b. Workers at your premises
在您的物業內的工作人員

c. Workers away from your premises
在您的物業以外的工作人員

d. Sub-contractors for which cover is required
需要保障的承建商

No. 6 Please state the other details
第六項 請列明其他詳情：

a. Annual Turnover of your business
每年的營業額

b. Gross floor area of your premises
物業的建築面積

c. Seating capacity where the occupation is a school, church or restaurant and the like
座位容量若作學校、教堂或餐廳以及類似用途

d. Number of members if it is a club
若是俱樂部，請列明會員數目

e. Number of bedrooms, if it is a hotel
若是酒店，請列明房間數目

f. Contract price if it is designated as contract work
若是合約工程，請列明合約價錢

No. 7 Insurance History
第七項 投保歷史

a. Do you have other insurance covering the risk that you now wish to insure against? Please give details.
您現欲投保的風險是否已有其他保險保障？請詳細列明。

b. Have your application or renewal of Third Party Liability insurance ever been declined or subject to special terms and conditions?
您是否曾於投保或續保公眾責任保險時遭受拒絕或需要附加特別條款才被接納？

No. 8 Claim Experience
第八項 索償經驗

a. Have any claims been made upon you during the past three years in respect of third party bodily injury or property damage? Please give details of claims.
過往三年內，您可有被索償第三者身體受傷或財物損毀？請提供該索償的詳細資料。

b. Have you ever claimed under any policy and what is the outcome?
您有否向任何保單提出索償及其結果是？

Total Amount Insured
總受保額

Rates
保費率

Premium
保費

Declaration

I/We desire apply for insurance as stated above and/IWe hereby declare that:

- the above particulars and answers are true and complete in every respect and that no material fact has been suppressed or withheld;
- undertake that only steady, sober and competent employees are employed and that all building, walk-ways, works machinery or plant, furniture and fittings are substantial, sound, in proper order and fit for the purposes for which they are used that all statutory requirements and all bye-laws and regulations imposed by any public authority are duly observed and complied with;
- if such statements and particulars are in the writing or any person other than myself/ourselves/such person shall be deemed to have been myself/ourselves for purpose of fitting in the same application.
- agree to accept a policy subject to the usual conditions prescribed by the Company and endorsed on its policy and pay the first premium thereunder when called upon to do so.

本人(等)謹此投保上述保險並特此聲明：

- 以上所填報資料及答案均為正確無訛及完整，且沒有隱瞞重要事實。
- 只僱用稱職及合資格的員工及所有建築物、通道、機器、設備、機械、及傢俬及裝置均為堅固、健全、能正常運作及適合於其用途，並符合及已遵守任何公共機構頒佈的法例、附例及規定。
- 倘若本申請書為他人代書，該等代書人士均為本人(等)填寫本申請書之代表；
- 同意接受貴公司發出載有一般條款的保單所約束及按保單條款支付首期保費。

Declaration of Broker Commission:

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

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

經紀佣金聲明：

申請人明白、確知及同意，三井住友海上火災保險（香港）有限公司（「三井住友保險」）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三井住友保險確認他／她已獲該法人團體授權。

申請人亦明白三井住友保險必須取得申請人以上的同意，才可以處理其保險申請。

PRIVACY POLICY

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.

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 www.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 **obligatory purpose** or **voluntary purpose**. If personal data are to be used for an obligatory purpose, you **MUST** provide your personal data to MSIG if you want MSIG to provide the Product. Failure to supply such data for obligatory purpose may result in MSIG being unable to provide the Product.

The **obligatory purposes** for which your personal data may be used are as follows:-

- processing and evaluating your insurance application and any future insurance application you may make;
- our daily operation and administration of the services and facilities in relation to the Product provided to you;
- variation, cancellation or renewal of the Product;
- invoicing and collecting premiums and outstanding amounts from you;
- assessing and processing claims in relation to the Product and any subsequent legal proceedings;
- exercising any right of subrogation by us;
- contacting you for any of the above purposes;
- other ancillary purposes which are directly related to the above purposes; and
- complying with applicable laws, regulations or any industry codes or guidelines.

The **voluntary purposes** for which your personal data may be used are any sales, marketing, promotion of other general insurance services and products provided by MSIG. The personal data we intend to use for voluntary purposes are your name, your address, your phone number and email address. We cannot use your personal data for voluntary purposes without your consent.

If you do not wish MSIG to use your personal data for the voluntary purposes listed above, you should tick the box on the right and provide us with the following information. You may also notify us by sending an email to 'dpo@hk.msig-asia.com'. In your notification, you must supply the same required information as listed below.

To enable us to process your opt-out request, please provide us below information.	
Full Name:	
Contact Number:	
HKID Number:	<i>(for identification purpose)</i>
Policy / Certificate / Acknowledgement Number (if you have one):	
NOTE: This instruction will override all previous instructions relating to direct marketing that have been given to MSIG.	

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

- third party agents, contractors and advisors who provide administrative, communications, computer, payment, security or other services which assist us to carry out the above purposes (including medical service providers, emergency assistance service providers, telemarketers, mailing houses, IT service providers and data processors);
- in the event of a claim, loss adjudicators, claims investigators and medical advisors;
- reinsurers and reinsurance brokers;
- your insurance broker;
- our legal and professional advisors;
- our related companies as defined in the Companies Ordinance;
- the Hong Kong Federation of Insurers (or any similar association of insurance companies) and its members;
- the Insurance Claims Complaints Bureau and similar industry bodies; and
- government agencies and authorities as required or permitted by law.

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 correction of your personal data held by us. If you wish to exercise these rights, please write to our Data Protection Officer at 9/F Cityplaza One, 1111 King's Road, Taikoo Shing, Hong Kong.

If you have any enquiries or require assistance with this Personal Information Collection Statement, please call us at (852) 3122 6922.

私隱政策

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。

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www.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**強制性**或**自願性用途**。如個人資料是用於強制性用途，而您希望三井住友保險提供有關保單，則您必須向三井住友保險提供有關個人資料，否則三井住友保險將不能向您提供有關保單。

您的個人資料可被用於以下**強制性之用途**：

- 處理及審批您的保險申請或您將來提交的保險申請；
- 向您提供與保單及核保相關之日常運作及行政用途；
- 保單之更改、取消或續保用途；
- 發出繳交保費通知及向您收取保費及欠款；
- 評估及處理透過保單索償及任何繼後法律訴訟之用途；
- 由本公司行使代位權利之用途；
- 就以上用途聯絡您；
- 其他與上述用途有直接關係的附帶用途；及
- 遵循適用法律，條例及業內守則及指引。

而**自願性用途**則指任何三井住友保險提供的其他一般保險服務及保單產品之銷售、市場營銷及推廣。用作自願性用途之個人資料則為您的姓名、地址、電話號碼及電郵地址。未獲您同意之前我們並不能使用您的個人資料用作自願性用途。

如您不欲三井住友保險將您的個人資料用作上述自願性用途，您應於右列方格加上剔號並必須提供如下的資料。您亦可選擇以電郵方式將您的要求連同所需的個人資料（詳情如下）電郵至“dpo@hk.msig-asia.com”。

為讓我們能夠處理您以上提出的拒絕服務之請求，請提供以下資料。	
姓名：	
聯絡電話：	
香港身份證號碼：	(作識別之用)
保單號碼 / 證書編號 / 確認編號 (如適用)：	
附註：此拒絕服務要求將會取代您先前給予三井住友保險一切關於直接促銷的指示。	

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：

- 向我們提供行政、通訊、電腦、付款、保安及其他服務的第三方代理、承包商及顧問（包括：醫療服務供應商、緊急救援服務供應商、電話促銷商、郵寄及印刷服務商、資訊科技服務供應商及數據處理服務商）；
- 處理索賠個案的理賠師、理賠調查員及醫療顧問；
- 再保公司及再保經紀；
- 您的保險經紀；
- 我們的法律及專業業務顧問；
- 我們的關連公司（以《公司條例》內的定義為準）；
- 香港保險業聯會（或同類的保險公司聯會）及其會員；
- 保險索償投訴局及同類的保險業機構；
- 法例要求或許可的政府機關。

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號太古城中心第一期9樓三井住友海上火災保險（香港）有限公司，通知本公司的資料保護主任。

如您對此個人資料收集聲明有任何疑問或須協助，請致電 (852) 3122 6922與我們聯絡。

DATE
日期

SIGNATURE OF PROPOSER
投保人簽署