

**Business Pack
Insurance**

**辦公室(工商業)
綜合保險**



Business Pack Insurance 辦公室(工商業)綜合保險

Business Pack Insurance is a comprehensive package tailored for your office. Section 1 to 4 are basic covers, Section 5 is optional.

辦公室(工商業)綜合保險是本公司專為投保人之辦公室所設的綜合保險計劃。此計劃包括下列五項，第一項為基本投保項目，第五項為選擇性項目：

Product highlights 產品特點	
1. Contents "All Risks" Insurance 辦公室財物全險	✓
2. Business Interruption Insurance 營業中斷保險	✓
3. Loss of Money Insurance 金錢損失保險	✓
4. Public Liability Insurance 公眾責任保險	✓
5. Employees' Compensation Insurance (Optional Cover) 僱員賠償保險(自選性投保項目)	✓

1. Contents

Contents includes:

- All office contents belonging to the Insured or for which the Insured is responsible.
- Landlord's Fixtures & Fittings for which the Insured is responsible including tenants improvements.
- Personal effects of the Insured's employees or director or partner of the insured
- All fixed glass in windows, doors and partitions.
- Stock used by the Insured for Business purpose.

In the event of accidental loss of or damage to Contents other than Stock, we will settle the claim on replacement value basis, i.e. "New for Old" without deducting depreciation for wear and tear. To keep the cost of this insurance low, a small "deductible" (i.e. first amount that have to be borne by the Insured for each and every claim) of HK\$500 applies.

Within the sum insured selected by you, we automatically provide cover for the following property up to the specified maximum limit:

Coverage	Maximum Limits
I. Any one item of office equipment or machinery	HK\$500,000 per item
II. Any one deed document, card, tape, film or transparency	HK\$5,000 per document/article HK\$50,000 per year
III. Personal effects of the Insured or any partner, director or employee or the insured	HK\$5,000 per employee HK\$50,000 per year
IV. Trade stock	HK\$15,000 per item up to total sum insured
V. Property temporarily removed or in transit within Hong Kong a. Surveying or photographic equipment (in total) b. Property as described in (a) under CONTENTS	HK\$2,000 10% of Sum Insured for any one event. This heading is further subject to the limits as laid down in (I) & (II) above where applicable
VI. The cost of repair / replacement of the safe or strongroom directly associated with any theft or attempted theft therefrom	HK\$5,000
VII. Works of arts or curios	HK\$10,000 per item subject to a maximum amount of HK\$100,000 or 10% of the total sum insured whichever is the less

2. Business Interruption

We pay up to HK\$750,000 in respect of additional expenditure necessarily and reasonably incurred within 12 months from the date of accident to avoid or reduce interruption to Insured's business as a result of damage to Insured's Contents insured by the policy.

3. Loss Of Money

We cover loss of cash (within Hong Kong) up to HK\$50,000:

- Whilst in transit directly between the business premises and the bank or post offices
- Whilst in business premises during business hours
- Whilst secured in the locked safe or strongroom in the business premises out of business hours
- Whilst in bank night safes
- Following violence or threat of violence to an employee, partner or director of the Insured forcing them to sign a cash cheque whilst occurs in the business premise

Cover up to HK\$5,000 for any one loss of cash whilst secured in the business premises out of business hours under lock and key other than in the Safe or Strongroom and being money other than for the payment of wages salaries and other earnings.

Crossed cheques, crossed money orders and crossed postal orders are also covered as follows:

- Whilst in transit - HK\$500,000
- Whilst in business premises - HK\$25,000

Extension

We also pay for personal assault of employee following theft, attempted theft in the business premises causing death, loss of foot(feet) / hand(s) or loss of sight of eye(s).

- Limit of Liability - HK\$50,000 per employee

4. Public Liability

We indemnify the Insured against their legal liability to pay compensation and legal costs for accidental bodily injury (fatal or not) suffered by or damage to property belonging to, any member of the public (excluding Insured's employees) if such injury or damage is caused by the Insured's (or their employees') negligence up to the Limit of Liability.

- Limit of Liability - HK\$10,000,000 for any one event.

5. Employees' Compensation

We indemnify the Insured against their legal liability to pay compensation and legal costs for accidental bodily injury (fatal or not) suffered by employees of the Insured arising out of and in the course of employment. Limit of Liability - HK\$100,000,000 for any one event.

Premium Table

Cover	Premium
A. Contents	Please check with your insurance consultant. Minimum Premium under this Section: HK\$1,500
B. Business Interruption	Free with (A)
C. Loss of Money	Free with (A)
D. Legal Liability	Free with (A)
E. Employees' Compensation	Quoted on case basis

A is compulsory. E is optional.

Insurance levy is not included in the above premium

Insurance Levy Rate Table

Date of policy inception	Rate	Cap (HK\$)	Date of policy inception	Rate	Cap (HK\$)
From 1 Jan 2018 till 31 Mar 2019	0.040%	2,000	From 1 Apr 2020 till 31 Mar 2021	0.085%	4,250
From 1 Jan 2019 till 31 Mar 2020	0.060%	3,000	From 1 Apr 2021 onwards	0.100%	5,000

Levy collected by the Insurance Authority will be imposed on the relevant policy at the application rate. For further information, please visit bolttechinsurance.hk or contact (852)3123 3344.

Notes

This brochure gives only an outline of the terms and conditions of the insurance cover and any information given herein is subject to the precise terms and conditions in our Policy, a specimen copy of which will be furnished to you on request.

1. 辦公室財物全險：保障財物包括

- 所有辦公室內投保人擁有或須負責之設備。
- 投保人須負責之業主裝置及裝備包括租客自置裝修。
- 僱員、董事或合伙人的私人物品。
- 已固定於門窗及室內隔牆的玻璃。
- 投保人業務上之存貨。

本公司就上述所有設備(存貨除外)，如因意外損毀，將提供全新更換保障，即不會扣除折舊及耗損，為著把保費減至最低，投保人須自行承擔每宗索償之首500港元之損失。

本公司為投保人提供下列保障	最高賠償額	
I. 辦公室器材或機器	每件500,000港元	
II. 契約、文件、咭、磁帶或幻燈片	每件5,000 港元，每年50,000港元	
III. 屬於投保人、合伙人、董事 或其僱員之私人物品	每位僱員 5,000港元，每年50,000港元	
IV. 存貨	每件15,000港元至總投保額50,000	
V. 辦公室財物於短暫遷離或運送途中所蒙受之遺失及損毀	i. 測量或攝映之器材(總數) ii. 上述 (a) 項之辦公室財物	i. 2,000港元 ii. 保額之10%。上述(i)及(ii)項的最高賠償則同時適用
VI. 因盜竊或意圖盜竊引致夾萬或保險庫損毀之維修或更換費用	5,000港元	
VII. 藝術品或古董	每件10,000港元但以不超過保額之10%或100,000港元以最低者為準。	

2. 營業中斷保險

若投保人為避免或減少因辦公室財物受損毀，導致業務中止而招致必須及合理之額外開支，本公司將向投保人提供賠償，最高賠償限額為750,000港元。補償期限為意外當日起計算之12個月內。

3. 金錢損失保險

投保人在本港境內發生下列的金錢損失，最高保障額為50,000港元：

- 在辦公室和銀行或郵局運送途中
- 在辦公時間置於辦公室內
- 在非辦公時間置於辦公室內之上鎖夾萬或保險庫內
- 置於銀行夜間保險庫
- 投保人之僱員、合伙人或董事在辦公室內遭受暴力襲擊或恐嚇，被迫簽發之現金支票
- 在非辦公時間置於辦公室內但並不存放在上鎖夾 萬之金錢損失，最高保障額為5,000港元。
- 劃線支票、銀行匯票及郵政匯票之最高賠償額為：
- 運送途中500,000港元
- 置於辦公室內25,000港元

額外保障

投保人的僱員在辦公室內因遇劫，導致死亡或手足視力傷殘或喪失功能，本公司將支付高達每人 50,000 港元之賠償。

4. 公眾責任保險

保障投保人因業務運作疏忽而導致第三者(僱員除外)受到身體傷害或財物損失的法律責任。每次事故最高賠償額為10,000,000港元。

5. 僱員賠償保險(自選性投保項目)

保障投保人作為僱主在法定的僱員賠償條例對僱員因工受傷所需負之法律責任，而每次意外最高賠償額為100,000,000港元。

保費表

保障範圍	保費
1. 辦公室財物全險	保費以行業釐定，請與閣下之保險顧問查詢，最低保費為1,500港元
2. 營業中斷保險	隨第(1)項免費附送
3. 金錢損失保險	隨第(1)項免費附送
4. 公眾責任保險	隨第(1)項免費附送
5. 僱員賠償保險	保費以該行業為準，請向閣下之保險顧問查詢

第(1)項為基本投保項目，第(5)項為選擇性項目。

以上保費並未包括保費徵費

保費徵費表

保單起保日	徵費率	最高徵費(港幣)	保單起保日	徵費率	最高徵費(港幣)
由2018年1月1日至2019年3月31日	0.040%	2,000	由2020年4月1日至2021年3月31日	0.085%	4,250
由2019年4月1日至2020年3月31日	0.060%	3,000	由2021年4月1日之後	0.100%	5,000

保險業監管局將授權適用之徵費率就相關保單收取徵費。

如有任何查詢，請瀏覽 boltechinsurance.hk 或致電：(852) 3123 3344。

注意

本小冊子乃保障條款及規定之摘要，僅供參考之用。有關保障條款及規定一概以保單內容為準。如閣下需要保單樣本，請向本公司索取。

Business Pack Insurance Application Form 辦公室(工商業)綜合保險投保書

Please complete in BLOCK LETTERS and tick where appropriate. 請以英文正楷填寫並於適當空格內加上✓號。

(I) Details of Applicant 投保人資料

Applicant's Name 投保人名稱:	Contact No. 聯絡電話:	Business 業務:
Correspondence Address 通訊地址: Flat 室 _____, Floor 樓 _____, Block 座 _____, Building 大廈名稱: _____ Street 街道: _____ District 地區: _____ <input type="checkbox"/> HK 香港/ <input type="checkbox"/> Kowloon 九龍/ <input type="checkbox"/> NT 新界		Email Address 電郵地址:
Address of Office to be Insured (if different from above) 投保辦公室地址 (如與上述不同):	Correspondence Address 通訊地址: Flat 室 _____, Floor 樓 _____, Block 座 _____, Building 大廈名稱: _____ Street 街道: _____ District 地區: _____ <input type="checkbox"/> HK 香港/ <input type="checkbox"/> Kowloon 九龍/ <input type="checkbox"/> NT 新界	Period of Insurance Required 要求保單生效日期: From 由 _____ / _____ / _____ DD日 MM月 YYYY年 To 至 _____ / _____ / _____ DD日 MM月 YYYY年

(II) Sum to be Insured 投保金額**Section 1 - Contents "All Risks" Insurance**

第一項: 辦公室財物全險

Total Sum Insured
投保總金額 **HK\$** _____

(excluding insurance levy)(不包括保費徵費)

N.B: (The sum insured must represent the full cost of replacement of the property with an allowance for inflation and future additions).

Please list below any item of office machinery included in the sum insured above where the value exceeds HK\$500,000.

註: (投保金額應相當於投保財物的全新更換價值, 並包括預計通脹及將會添置之財物。)

如其中投保之辦公室器材價值超過500,000港元, 請列明如下:

Section 2 - Business Interruption (Free Cover)

第二項: 營業中斷保險 (免費)

As stated in the Summary of Cover 請參閱簡介內容

Section 3 - Loss of Money (Free Cover)

第三項: 金錢損失保險 (免費)

As stated in the Summary of Cover 請參閱簡介內容

Section 4 - Public Liability (Free Cover)

第四項: 公眾責任保險 (免費)

As stated in the Summary of Cover 請參閱簡介內容

Description 項目說明	Value 價值
1.	HK\$
2.	HK\$
3.	HK\$
4.	HK\$
5.	HK\$

Section 5 - Employees' Compensation (Optional Cover)

If cover is required, please provide details of ALL employees:

第五項：僱員賠償保險(自選性投保項目)

閣下若需要僱員賠償保險，請提供所有僱員資料：

Occupation 職業	No. of Employees 僱員人數	Est. Annual Earnings* 估計全年收入*
1. Administrative & Clerical Staff 管理及文職人員		
2.		
3.		
4.		
5.		

* Deposit Premium will be charged based on the Estimated Annual Earnings. Upon expiry or termination of the policy, proposer has to submit a full declaration of actual earnings of all employees during the Period of Insurance for the purpose of calculating actual premium payable. Premium adjustment, if any, will then be computed.

* 預繳保費將會從估計全年總收入中計算，至保險期限介滿，投保人須申報該保險期限內之所有僱員總收入，以便計算實際應付保費，並對保費差額作出適當調整。

(III) Insurance History 過往投保資料

1. In respect of the insurance you now propose, have you ever made any claims against any insurer for this or any other premises owned or occupied by you during the past three years?
在過往3年內，閣下曾否因上述保障範圍內之業務經營或在其它地點經營時，曾經向任何保險公司索償？ Yes 有 No 沒有

2. Has any company or insurer ever declined to insure you or your property, imposed special terms or cancelled or refused to renew your insurance?
閣下曾否被其他保險公司拒絕受保、附加任何特別條款、取消保單或拒絕續保？ Yes 有 No 沒有

If the answer to any of the above questions is "Yes", please give details:

如上述問題的答案為「有」，請詳述：

Levy collected by the Insurance Authority will be imposed on the relevant policy at the application rate. For further information, please visit bolttechinsurance.hk or contact (852)3123 3344

保險業監管局將授權適用之徵費率就相關保單收取徵費。如有任何查詢，請瀏覽 bolttechinsurance.hk 或致電：(852) 3123 3344。

Declaration 聲明

I/We hereby declare and agree that:

1. I/We have read and understood the product brochure and the terms and/or conditions of the policy provisions of the product in this application.
2. The information and particulars provided on this application form are accurate, true and complete and are given to the best of my knowledge and belief. I/We have not withheld any material information and accept that this application and declaration shall form the basis of the contract between Bolttech Insurance (Hong Kong) Company Limited ("the Company") and me/us. I hereby acknowledge that failure to supply true and accurate answers to this application or inform the Company of all material information about this application may render the Company unable to accept or process this application or the insurance policy void.
3. The insurance coverage applied for shall only take effect when this application has been accepted by the Company and I/ We have paid the required premium.
4. Where the Applicant(s) has/have an Insurance Broker:
I/We understand, acknowledge and agree that, as a result of the purchasing and taking up the policy by me/us, with the policy issued by the Company, the Company will pay my/our authorized insurance broker commission during the continuance of the policy including renewals, for arranging the said policy.(If applicable) Where the applicant is a body corporate, I/We am/ are the authorized person(s) signing on behalf of the applicant and I/We further confirm to the Company that I/We am/are authorized to do so. I/We understand that the above agreement is necessary for the Company to proceed with the application.

本人/我們，謹此聲明並同意：

1. 本人/我們已參閱並明白有關此申請之產品小冊子及保單條款。
2. 此申請表格內所提供的資料及細節均是準確無誤，真實及為事實之全部，並且是盡本人/我們所知及所信而作答的。本人/我們並沒有隱瞞任何重要資料及同意此申請表格之內容及聲明將成為保特保險(香港)有限公司("本公司")及本人/我們之保險合約之承保根據。本人/我們在此確認，如未能提供真實及準確無誤之資料或通知本公司任何有關此保險申請之重要資料，將可能導致本公司不能接受或處理此保險申請或令本保單失效。
3. 保障一概必須在本申請獲本公司接納後及本人/我們已繳交應付保費後始可生效。
4. 如申請人有保險經紀：
本人/我們明白、確知及同意，本公司會就本人/我們購買及接受其簽發的保單，於保單有效期內(包括續保期)向負責替本人/我們安排有關保單的獲授權保險經紀支付佣金。(如適用)假如申請人為法人團體，本人/我們為代表申請人簽署的獲授權人員並向本公司確認本人/我們已獲該法人團體授權。

本人/我們亦明白本公司必須取得申請人的上述同意，才可以處理其保險申請。

Signature of Applicant / Individual to whom the Personal Information Collection Statement of the Company is given (with Company Chop)

申請人 /獲發收集個人資料聲明人士簽署 (連公司蓋章) _____

Name

姓名 _____

Position

職位 _____

Name of Agent / Broker/ Technical Representative

代理人/ 經紀/ 業務代表 _____

Date (DD / MM / YYYY)

日期(日/月/年) _____

Account Code

賬戶號碼 _____

Should there be any discrepancy between the English and the Chinese versions of this application form, the English version shall apply and prevail.

本申請表格的中英文版本如有差異，以英文版本為準。

About bolttech Insurance

Bolttech Insurance (Hong Kong) Company Limited, previously FWD General Insurance Company Limited, is an established general insurance company authorised by the Hong Kong Insurance Authority. bolttech Insurance offers a wide range of general insurance solutions to meet the evolving needs of individual and business customers. In 2023, bolttech Insurance was rebranded and renamed as part of the international insurtech group, bolttech.

For more information, please visit bolttechinsurance.hk

關於保特保險

保特保險(香港)有限公司前身為富衛保險有限公司，獲保險業監管局授權的一般保險業務公司。保特保險提供多元化的一般保險方案，以滿足個人和企業客戶的需求。保特保險於2023年將品牌重塑並易名，是國際保險科技集團保特集團的其中一員。

如需更多資訊，請瀏覽bolttechinsurance.hk網站。

Personal Information Collection Statement ("PICS") 收集個人資料聲明

Please scan the following QR code for review of Bolttech Insurance (Hong Kong) Company Limited's (the "Company") PICS. You can also request a copy of the PICS by calling the Company's Customer Service Hotline at 3123 3344.

請掃描以下二維碼查看保特保險(香港)有限公司(「本公司」)的收集個人資料聲明。您亦可致電本公司的客戶服務熱線 3123 3344 索取收集個人資料聲明副本。



English



中文

Important Notes

The Applicant (i.e. You are) is required to disclose all material facts which you know Bolttech Insurance (Hong Kong) Company Limited (the "Company") as an insurer would regard them as likely to influence the acceptance and assessment of this proposal. If you are in doubt whether certain facts are material you should disclose them. We recommend you to keep a record (including a copy of completed proposal) for your future reference of all information given. Providing correct answers and making sure we are informed is for your own protection, as failure to disclose such information may mean that your policy will not provide with the cover you require and may even invalidate the policy altogether.

重要事項

申請人(即你)必須提供所有可能影響保特保險(香港)有限公司(「本公司」)接受承保及評估之重要事實，如未能確定這項事實是否具有實質性的關係，應該將該等事實填報，我們建議你將有關的資料(包括此投保書副本作紀錄)，以備日後作參考之用。為確保你的利益，你應如實呈報所有有關資料，否則此保單將可能無法提供你所需的保障，甚至可能會導致此保單無效。

Bolttech Insurance (Hong Kong) Company Limited 保特保險(香港)有限公司

9/F, FWD Financial Centre, 308 Des Voeux Road Central, Hong Kong

香港中環德輔道中308號富衛金融中心9樓 | T 3123 3344