



Insurance Quotation / Renewal for Building Management

Please kindly complete the followings for the insurance quotations(s) / renewal terms :

請提供以下資料作報價/續保參考

- * Please does not leave it blank.
If it is not applicable, please mark "N/A"
If the answer is nil, please mark "NIL"

請勿將空格留空，多謝合作。
如答案是不適用，請填上"不適用"。
如答案是沒有，請填上"沒有"。

- 1 Insured Name / 投保人 _____
Policy No. / 保單號碼 _____ (For renewal case only / 只適用於續保單)
- 2 Name of Building / 樓宇名稱 _____
- 3 Location of Risk / 地址 _____
- 4 Management Co. / 管理公司 _____
- 5 Year of Built / 樓宇落成年份 _____
- 6 Occupation of Building (Residential / commercial / Industrial / Residential and Commercial)
樓宇用途 (住宅 / 商業 / 工業 / 住宅及商業用途) _____
- 7 Are there any shops within the Building / 大廈內是否有商戶? Yes 是 / No 否
If yes, how many are there / 如有，有多少間? _____
Please give details — business nature & located floor of the shop(s) / 請說明商戶的商業性質及其位置

- 8 Are there any club house / public facilities within the Building area? Yes / No
大廈範圍內是否有會所或公共設施? 是 / 否
If yes, please give details — nature & location / 如有，請說明性質及位置

- 9 Total No. of Blocks No. of Storeys per Block No. of flats per storey
總座數 每座層數 每層單位數量
_____ _____ _____
- 10 No. of lifts Passenger Lift Cargo Lift
升降機數量 乘客升降機數量 貨運升降機
_____ _____ _____
- 11 Total No. of Car Parks No. of Car Park Storeys
停車場泊車位數量 停車場泊車位層數
_____ _____
Location of Car Park : Basement / Ground Floor / Others (Please delete if not applicable)
停車場位置：地庫 / 地面 / 其他 (請刪去不適用者)

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12 No. of Watchmen 大廈管理員人數 _____ Average Age 平均年齡 _____ 24 hours ? 24小時當值 ? Yes / No 是 / 否

13 Any automatic sprinkler system ? 是否裝有自動灑水系統 ? Yes / No 是 / 否

14 Any other fire protection facilities ? (If Yes, please specify) 是否裝有其它防火設備 ? (如有, 請說明) Yes / No 是 / 否

15 Any Management Manual and Handling procedures in dealing with risks such as typhoon, flooding and the like ? 是否有大廈風險管理守則 ? 例如遇到颱風或水浸等之應變措施 ? (If Yes, please specify / 如有, 請說明。) Yes / No 是 / 否

16 Frequency of Electrical Maintenance / 每隔多久會進行大廈電力裝置維修 : _____

17 Any Illegal Structure (Incl. Sub-divided units) / 是否有違例建築物 (包括劏房) ? Yes 是 / No 否

18 Any Slope or Retaining Wall owned by the Building / 大廈是否擁有斜坡或擋土牆 ? Yes 是 / No 否

19 Year of Renovation / 樓宇翻新年份 : _____
Details of Renovation / 翻新項目 : _____

20 Past 3 years claims / loss history 過往3年賠償 / 損毀記錄 :

| Year of Accident / Loss 年份 | Nature of Accident / Loss 損毀性質及原因 | Amount of Loss (HKD) 損毀金額 (港幣) |
|-------------------------------|--------------------------------------|-----------------------------------|
| | | |
| | | |
| | | |
| | | |

21 Other relevant information / 其它補充資料

Insured Signature / 投保人簽署

Company Chop (公司蓋印)

Date :

* Completion of this form does not imply acceptance of insurance / renewal.

* 完成此問卷後並不代表本公司已經接受報價 / 續保申請

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