

Hong Kong Branch: 23/F, Guangdong Investment Tower, 148 Connaught Road Central, Hong Kong

Telephone: +852 2165 9200 Fax: +852 2881 8463

**CONTRACTORS' ALL RISKS INSURANCE - PROPOSAL FORM**

建築商工程一切險 - 投保書

*Name of Proposer / Applicant *投保申請人 _____	
*Correspondence Address *通訊地址 _____	
*Tel No. *聯絡電話 _____	EmailAddress 電郵地址: _____

1. Location of Site 工程地點 _____	Age of building 工程地點建築物之樓齡: _____
2. Name of Employer 僱主名稱 Correspondence Address 通訊地址 _____	
3. Name of Main Contractor 總承辦商名稱 Registered Office 公司註冊地址 _____	
4. Name of Sub-Contractor(s) 分包商名稱 Registered Office 公司註冊地址 _____	
5. Name of Consulting Engineer 建築師或設計公司名稱 Registered Office 公司註冊地址 _____	
6. Description of Contract Works 工程合約範圍描述 Site gross floor area 工程地點總面積: _____	
(Please provide copy of signed work quotation or contract in which consisting of scope of works and itemized contract sum. 需提交工程合約報價單或工程合約副本當 中包含承造範圍及列明每項工程之金額等 細節) <b>Total Contract Value 工程合約總金額: _____</b>	

<p>7. Technical information</p> <p><b>For harbours, piers, docks, tunnels, galleries, dams, roads, airports, railway facilities, sewerage and water supply systems, bridges and structures in earthquake zones also see special questionnaires</b></p> <p>對涉及港口·碼頭·船塢·隧道·長廊·堤壩·道路·機場·鐵路設施·污水處理和供水系統·橋樑和地震區結構等工程必須填寫特殊工程專用問卷。</p>	<p>Dimensions (length, height, depth, spans, number of floors) 外形尺寸(長度, 高度, 深度, 跨度, 樓層數)</p> <p>Foundation (method, level of deepest excavation) 地基(施工方法, 開挖最深度)</p> <p>Construction methods 建造施工方法</p> <p>Construction materials 建築物所用物料</p>
<p>8. Is the Contractor experienced in this type of work or construction methods? 承辦商有否這種類型的工作或施工經驗</p>	<p><input type="checkbox"/> Yes 有      <input type="checkbox"/> No 沒有</p>
<p>9. Period of Insurance 保險期限</p>	<p>Construction Period 建造期限      From _____ 由 To 至 _____</p> <p>Duration of construction 建造期 _____ Months 共多少個月</p> <p>Defective Liability Period 保養期限      _____ 由 To 至 _____</p> <p>Duration of Defective Liability 保養期 _____ Months 共多少個月</p>
<p>10. Work to be carried out by Subcontractors 分包商工程範圍</p>	<p>_____</p> <p>_____</p> <p>_____</p>
<p>11. Special risks 特別險種</p>	<p>Fire, explosion 火災, 爆炸      <input type="checkbox"/> Yes 有      <input type="checkbox"/> No 沒有</p> <p>Flood, inundation 洪水氾濫, 水淹      <input type="checkbox"/> Yes 有      <input type="checkbox"/> No 沒有</p> <p>Landslide, storm, cyclone 山泥傾瀉, 風暴, 龍捲風      <input type="checkbox"/> Yes 有      <input type="checkbox"/> No 沒有</p> <p>Blasting 爆破      <input type="checkbox"/> Yes 有      <input type="checkbox"/> No 沒有</p> <p>Other 其他</p> <p>_____</p> <p>Volcanism, tsunami 火山, 海嘯      <input type="checkbox"/> Yes 有      <input type="checkbox"/> No 沒有</p> <p>Have earthquakes been observed in this area? 此區域曾否有地震      <input type="checkbox"/> Yes 有      <input type="checkbox"/> No 沒有</p> <p>If so, please state intensity 強度      Magnitude 大小 如有, 請說明</p> <p>Is the design of the structures to be insured base on regulations regarding earthquake-resistant structures? 投保的結構有否根據抗震結構法規的基礎設計      <input type="checkbox"/> Yes 有      <input type="checkbox"/> No 沒有</p> <p>Is the design standard higher than that stipulated in the relevant regulations? 有關設計標準有否高於法律規定      <input type="checkbox"/> Yes 有      <input type="checkbox"/> No 沒有</p>
<p>12. Subsoil conditions 地質條件</p>	<p><input type="checkbox"/> rock 岩土    <input type="checkbox"/> gravel 礫石    <input type="checkbox"/> sand 沙土    <input type="checkbox"/> clay 粘土    <input type="checkbox"/> filled ground 填土</p> <p>Other 其他</p> <p>Do geological faults exist in the vicinity?      <input type="checkbox"/> Yes 有      <input type="checkbox"/> No 沒有 鄰近地方有否地質斷層</p>

13. Ground-water level 地下水位	
14. Nearest river, lake, sea, etc 最接近的河流、湖、海等	Name 名字
	Distance 距離
	Levels 級別
	low water 低 <input type="checkbox"/> mean water 中 <input type="checkbox"/> highest level recorded 高 <input type="checkbox"/>
15. Meteorological Conditions 氣象條件	Rainy season (雨季) from 由 To 至
	Max. rainfall (mm) 最多雨量 (毫米)
	per hour 每小時 <input type="checkbox"/> per day 每日 <input type="checkbox"/> per month 每月 <input type="checkbox"/>
	Storm hazard 風暴災害
<input type="checkbox"/> minor 小量 <input type="checkbox"/> medium 中等 <input type="checkbox"/> high 大量	
16. Are extra charges for overtime, nightwork, work on public holidays to be included? 有否包括額外收費如加班，夜間作業，在公眾假期工作	<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有
Limit of indemnity 賠償限額	
17. *Is Third Party Liability to be included? *是否包括第三者責任險	<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有
*Has the Contractor concluded a separate policy for TPL? *承辦商是否有額外的第三者責任險保單	<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有
Limit of indemnity 賠償限額	
18. Details of existing buildings or surrounding property possibly affected by the contract work, such as by excavating, underpinning, piling, vibration, ground water lowering, etc. 提供對可能受這建築工程影響的現有建築物或周邊建築物的詳細資料。如挖掘，支撐，打樁，振動，降低地下水壓等。	
19. Are existing buildings and/or structures on or adjacent to the site, owned by or held in care, custody or control of the Contractor(s) or the Principal, to be insured against loss or damage arising out of or in connection with the contract works 有否就因工程導致現有的建築物或結構上或工程鄰近範圍或受承包商負責施工及/或所監管範圍的財物損失投保?	<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有
Limit of indemnity 賠償限額	
Exact description of these buildings/structures 這些建築/結構的精確描述	
20. *Please state hereunder the amounts you have to insure and the limits of	
Currency 貨幣:	

indemnity required (Section I and Section II). *請註明需要就上述本工程合約在承保 部分一及二中之投保金額	<b>Items to be insured</b> 投保項目	<b>Sums to be insured</b> 投保金額
<b>Section I</b> <b>Material Damage</b> 第一部份 物料損壞	1. Contract work 工程範圍 (permanent and temporary works including all materials to be incorporated herein) 包括永久性及臨時工程所用材料	
	2. Professional Fees: 專業費用	
	3. Removal of Debris: 移除垃圾費用	
	4. Construction plant and equipment 建築機器及設備	
	<b>Total sum to be insured under Section I:</b> 第一部份總投保金額	
	Special risks to be insured 特別風險投保金額	Limits of indemnity <sup>3</sup> 賠償限額
	Earthquake, volcanism, tsunami 地震，火山，海嘯	
	Storm, cyclone, flood, inundation, landslide 暴風，龍捲風，洪水氾濫，水淹，山泥傾瀉	
<b>Section II</b> <b>Third Party Liability</b> 第二部份 第三者責任險	Items to be Insured 投保項目	Limits of Indemnity <sup>4</sup> 賠償限額
	Bodily injury & Property damage 人身傷害和財產損失	1.1  any one occurrence 每宗事故
		1.2  any one period 每一保險期
	a. Vibration &/or Removal or Weakening of Support 震動或支撐物被移除或削弱保障	any one occurrence/in aggregate 每宗事故/全部合計
	b. Employers' Property 僱主財物損毀保障	any one occurrence/in aggregate 每宗事故/全部合計

投保申請人特別須知:

由 2018 年 1 月 1 日起, 保險業監管局將會根據《保險業(徵費)令》及《保險業(徵費)規例》, 向保單持有人收取保費徵費。有關徵費為應付保費的特定百分比, 而且每份保單每保單周年均設有徵費上限, 並透過保險公司向保單持有人收取。詳情請瀏覽保監局網頁 [www.ia.org.hk](http://www.ia.org.hk)。

**Special Note to Insurance Applicant:**

From 1 January 2018 onwards, a levy on insurance premiums for insurance policies will be payable to the Insurance Authority (IA) by policyholders pursuant to the Insurance (Levy) Order and Insurance (Levy) Regulation. Levy is a specific percentage to the premium payable with a levy cap applied per policy per policy year. The levy will be collected from policyholders through insurance companies. For details, please visit IA's website at [www.ia.org.hk](http://www.ia.org.hk).

**In the event the Insurance application consisting of personal information, such application will not be processed unless this personal information collection statement is duly read and signed by the insurance applicant. (effective from 1<sup>st</sup> April, 2013)**

### 個人資料收集聲明

亞太財產保險有限公司(「本公司」)會收集個人資料以經營保險業務。個人資料會被用作下列用途:

- 處理及評估任何保險產品的申請和相關服務的日常運作;
- 修改、變更、取消或更新任何保險和相關服務;
- 任何申索或調查或分析有關申索;
- 如適用, 行使任何保險單內訂明的權利, 包括代位權;
- 符合任何法例和附屬法例的規定, 監管機構、行業團體和政府代理的要求及法庭命令; 及
- 任何與上述用途直接有關的活動。

本公司可就上一段列明的用途把閣下給予本公司的資料提供或轉交至以下列在香港境內或海外的各方:

- 任何代理、承包商或第三方服務供應商, 包括提供行政、電訊、電腦、付款、收債、數據處理或儲存或相關服務的供應商, 或任何其他經營保險或分保相關業務的公司、或中介人、或提供申索或調查或其他提供與保險業務有關的服務供應商, 作任何上述或相關的用途;
- 任何已成立或不時成立的協會、聯會或與保險公司相似的組織(「聯會」)作任何上述或相關的用途, 或協助聯會履行其規管職責或其他不時獲分配的職責, 而該等職責乃是為了保險行業或聯會任何會員的利益而合理地要求;
- 聯會任何成員由聯會作任何上述或相關用途;
- 監管機構;
- 律師;
- 核數師; 及
- 任何一方對本公司有保密責任, 包括承諾將該等資料保持機密的本公司集團公司。如閣下不同意使用其個人

資料作上述用途, 本公司則無法處理閣下的申請和提供服務。

閣下可查閱和更正本公司持有有關閣下的任何個人資料。閣下可就有關查閱和更正的要求致函至香港干諾道中148號粵海投資大廈23樓亞太財產保險有限公司資料保障主任。本公司有權收取相關的行政費用。

(若此個人資料收集聲明之中、英文版本有歧異之處, 應以英文版為準。)

### 私隱政策聲明

亞太財產保險有限公司(「本公司」)致力恪守第 486 章《個人資料(私隱)條例》(「條例」)有關收集、使用、保留和披露個人資料的規定。

本公司將無時無刻盡力確保所收集及/或儲存及/或傳送及/或使用的所有個人資料, 須遵照條例規定的責任和要求處理。在執行上, 本公司將確保負責處理個人資料的員工遵守最嚴格的保安及保密標準。

我們以多個途徑收集個人資料, 當中最常見的情況包括當閣下查詢本公司提供的產品、向本公司申請保險產品或提出申索時。

我們向閣下收集個人資料所屬的類別, 視乎該資料是在甚麼情況下收集, 可能包括閣下的姓名、香港身份證號碼、聯絡詳情及與閣下申請的保險產品或閣下的索償相關的其他個人資料。

閣下的個人資料用作甚麼用途視乎收集該資料的情況而定。我們會於收集閣下的個人資料時或之前, 在「個人資訊收集聲明」內通知閣下我們打算使用其個人資料的用途。

一般而言, 我們可使用閣下的個人資料作閣下提供有關資料予我們的用途、與該等用途直接相關的用途及任何其他閣下已同意的用途。

我們可提供或轉交閣下的個人資料至其他第三方。我們向哪些第三方披露閣下的個人資料, 視乎該資料被用作甚麼用途。我們會於收集閣下的個人資料時或之前, 在「個人資訊收集聲明」內通知閣下我們打算向哪些第三方披露閣下的個人資料。

一般而言, 我們可因應閣下提供有關資料予我們的用途、與該等用途直接相關的用途及任何其他閣下已同意的用途的需要而披露閣下的個人資料。

在特殊情況下, 我們可因應法律規定或准許, 如按照執法機關的要求或為防止危害公眾安全, 披露有關個人資料。

我們保留有關個人資料的時間並不會長於達致收集該等資料原來或直接相關的用途, 除非個人資料須受任何適用的法定、合約或侵權責任的規限而被保留。

根據條例規定, 個人有權要求查閱和更正本公司持有關於其本人的個人資料。若閣下欲查閱或更正本公司持有關於其本人的個人資料, 請致函至香港干諾道中148號粵海投資大廈23樓 亞太財產保險有限公司資料保障主任表達有關要求。我們將盡快處理任何關於查閱或更正個人資料的要求, 並盡力於收到有關要求的 40 天限期內予以回覆。本公司或會收取合理的費用作行政和實際成本以便處理閣下的有關要求。

(若此私隱政策聲明之中、英文版本有歧異之處, 應以英文版為準。) 2020年9月

## Personal Information Collection Statement

**Asia-Pacific Property & Casualty Insurance Company Limited ("the Company")** may collect personal information to enable the Company to carry on insurance business. The personal information may be used for the following purposes of:

- a. processing and assessing of applications for any insurance products and daily operation of the related services;
- b. any alterations, variations, cancellation or renewal of any insurance and related services;
- c. any claims or investigation or analysis of such claims;
- d. exercising any right under the insurance policy including right of subrogation, if applicable;
- e. meeting the requirements under any law and regulation, requests from regulators, industry bodies, government agencies and court order; and
- f. any activities directly relating to the above purposes.

The information you provide to the Company may be provided or transferred to the following parties in Hong Kong or overseas for the purposes set out in the above paragraph:

- a. any agent, contractor or third party service provider who provides administrative, telecommunications, computer, payment, debt collection, data processing or storage or related services or any other company carrying on insurance or reinsurance related business, or an intermediary, or a claim or investigation or other service provider providing services relevant to insurance business, for any of the above or related purposes;
- b. 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;
- c. any members of the Federation by the Federation for any of the above or related purposes;
- d. regulators;
- e. lawyers;
- f. auditors; and
- g. any party under a duty of confidentiality to the Company including a group company of the Company which has undertaken to keep such information confidential.

If you do not agree to the use of your personal data for above purposes, it would not be possible for the Company to process your application and render the services. You may seek access to and to request correction of any personal information concerning yourself held by the Company subject to payment of an administrative fee.

Requests for such access or correction can be made in writing to the Data Protection Officer, Asia-Pacific Property & Casualty Insurance Company Limited 23/F, Guangdong Investment Tower, 148 Connaught Road Central, Hong Kong

(If there is any inconsistency between the English and Chinese version of this Personal Information Collection Statement, the English version shall prevail.)

## Privacy Policy Statement

**Asia-Pacific Property & Casualty Insurance Company Limited ("the Company")** is committed to full compliance with the requirements of the Personal Data (Privacy) Ordinance, Cap.486 ("the Ordinance") in respect of the collection, use, retention and disclosure of personal information.

At all times, the Company shall endeavour to ensure all collection and/or storage and/or transmission and/or usage of personal data from individuals be done in accordance with the obligations and requirements of the Ordinance. In doing so, the Company will ensure that staff involved in handling personal data comply with the strictest standards of security and confidentiality.

We collect personal data in a number of ways. The most common circumstances in which we collect personal data are when you enquire about products we offer, you apply for an insurance product, or make a claim.

The types of personal data we collect from you will depend on the circumstances in which that information is collected. We may collect details including your name, HKID, date of birth, contact details and other personal data which is relevant to the insurance product you are applying for or the claim you are making.

The purposes for which your personal data will be used will depend on the circumstances in which that personal data is collected. We will inform you of the purposes for which we intend to use your personal data in the Personal Information Collection Statement at or before the time we collect your personal data.

Generally, we may use your personal data for the purpose for which you provided it to us; for the purposes which are directly related to the purposes for which you provided it to us; and any other purposes to which you have consented.

Your personal data may be provided or transferred to other third party. The third parties to whom your personal data will be disclosed will depend on the purposes for which that personal data is used. We will inform you of the third parties to whom your personal data will be disclosed in the Personal Information Collection Statement at or before the time we collect your personal data.

Generally, we may disclose your personal data as necessary for the purpose for which you provided it to us; for the purposes which are directly related to the purposes for which you provided it to us; and any other purposes to which you have consented.

In exceptional circumstances, we may be required or permitted by law to disclose personal data, for example to law enforcement authorities or to prevent a serious threat to public safety.

We will only retain the personal data for as long as it is necessary to fulfill the original or directly related purposes for which such data was collected, unless the personal data need to be retained to satisfy any applicable statutory, contractual or tortious obligations.

Under the Ordinance, individuals have the right to request access to and correction of their personal data held by the Company. Should you wish to access or correct your personal information held by us, please present your enquiry by writing to the Data Protection Officer of the Company at 23/F, Guangdong Investment Tower, 148 Connaught Road Central, Hong Kong. Any requests or access to and correction of personal information will be dealt with promptly and we will use our best endeavours to handle such requests before the expiry of 40 days maximum. A reasonable fee may be charged to offset the Company's administration and actual costs incurred in the complying with your data access request.

(If there is any inconsistency between the English and Chinese version of this Privacy Policy Statement, the English version shall prevail.)

Sept2020

投保申請人簽署

Signature of Insurance Proposer/ Applicant : \_\_\_\_\_

日期

Date: \_\_\_\_\_

**If the proposer/applicant is a corporation, company's chop is required** 若投保申請人是公司，必須在投保申請人簽署部分蓋上公司印章。