**Office Insurance – Information requested for quotation**

**(辦公室 保險報價所需要的資料)**

Company English Name (公司英文名稱)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Nature (業務性質)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Location (辦公室地點)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Start Year (開業年份)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Size (辦公室面積)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Existing Insurance Company (現有保險公司名稱)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Decorations and Equipment amount (裝修及設備等保額)：HK$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stocks amount <if any> (貨物等保額<如有>)：HK$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stocks Nature <if any> (貨物等種類<如有>)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Security System (防盜系統種類)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, please provide alarm floor plan (如有，請提供防盗系統平面圖)

Staff (員工)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Number  人數 | Job Nature  工作性質 | Outdoor  戶外工作 | Overseas  海外工作 | Annual Salaries  年薪(HK$) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Claim History for past 3 years (過往三年賠償紀錄)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Requirements <if any> (其他要求<如有>)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract Person (聯絡人)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position (職位)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile (手提電話)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email (電郵)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Internal Remarks (內部備註)

Intro：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Code：\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_