**Shop / Retailing Insurance – Information requested for quotation**

**(店舖 保險報價所需要的資料)**

Company Name (公司名稱)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shop Nature (店舖類型)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location (營業地點)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Location Size (店舖面積)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 (貨物等保額)：HK$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 | 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>)：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*\* Please provide Shop Photos <inside and outside> (請提供店舖相片(內裏及外面))*

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：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_