

**Insurance Quotation / Renewal for Building Management**

Please kindly complete the followings for the insurance quotation(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，請上“沒有”。

- Insured Name / 投保人 \_\_\_\_\_  
Policy No / 保單號碼 \_\_\_\_\_ (For renewal case only / 只適用於續保單)
- Name of Building / 樓宇名稱 \_\_\_\_\_
- Location of Risk / 地址 \_\_\_\_\_
- Management Co. / 管理公司 \_\_\_\_\_
- Year of Built / 樓宇落成年份 \_\_\_\_\_
- Occupation of Building (Residential / Commercial / Industrial / Others)  
樓宇用途 (住宅 / 商業 / 工業 / 其他) \_\_\_\_\_
- 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 / 若答“是”，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  
\_\_\_\_\_  
\_\_\_\_\_
- Are there any club house / public facilities within the Building area? YES 是 / NO 否  
大廈範圍內是否有會所或公共設施  
If yes, please give details – nature & location / 請說明性質及位置  
\_\_\_\_\_  
\_\_\_\_\_
- 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  
\_\_\_\_\_
- No. of lifts                      Passenger Lift                      Cargo Lift  
升降機數量                      乘客升降機數量                      貨運升降機  
\_\_\_\_\_
- 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)
- No. of Watchmen                      Average Age                      24 hours ?                      YES 是 / NO 否  
大廈管理人數                      平均年齡                      是否 24 小時當值 ?                      \_\_\_\_\_
- Any automatic Sprinkler System? YES 是 / NO 否  
是否裝有自動灑水系統
- Any other fire protection facilities (if YES, please specify) YES 是 / NO 否  
是否裝有其他防火設備? (如有，請說明)  
\_\_\_\_\_  
\_\_\_\_\_
- Any Management Manual and Handling procedures in dealing with risks such as typhoon, flooding and the like ? YES 是 / NO 否  
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。)

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

17 Any Illegal Structure / 是否有違例建築物 ? YES 是 / NO 否

18 Year of Renovation / 樓宇翻新年份: \_\_\_\_\_

Details of Renovation with Contract Sum/ 翻新項目及工程總額 :  
\_\_\_\_\_  
\_\_\_\_\_

19 Past 3 years claims / loss history 過往三年賠償 / 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)

20 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