



360° BUSINESS PROTECTION

商業全面保

OFFICE
辦公室

360° BUSINESS PROTECTION KEEPS YOUR BUSINESS RUNNING SMOOTHLY

360° Business Protection is designed to cover all your insurance needs in running your business. At Allied World, we have built our insurance package to offer entrepreneurs the best protection at the best rates. Additional cover limits and extensions are tailor-made for a broad range of trades and businesses, whether you have single or multiple locations.

Section 1 : Property All Risks (Basic Cover)

Cover	Maximum Limits (HK\$)
Cover accidental loss of or damage to your office contents including interior decoration, tenants' improvement, landlord fixtures and fittings	Up to Sum Insured you decide
Free Benefits	
1. Temporary Removal Loss of or damage to Contents whilst temporarily removed for cleaning, renovating or repair within Hong Kong	10% of Sum Insured
2. Stocks in Transit Loss of or damage to stocks in transit in the course of collection and delivery by you or any of your employees (excluding jewelry, mobile phone, digital equipment and electronic components)	50,000
3. Documents in Premises Loss of or damage to document, manuscript, pattern, model, business book or computer records at your office	50,000
4. Document in Transit Loss of or damage to document whilst in transit	20,000
5. Work of Art Loss of or damage to any curiosity or works of art at your office	10,000
6. Personal Effects Loss of or damage to clothing and personal effects of your employees at your office	3,000
7. Fixed Glass Breakage of fixed glass in windows, doors, showcases and shelves and the reasonable cost of any temporary boarding-up rendered necessary	50,000 or 10% of Sum Insured whichever is the lesser
8. Damage to Premises Destruction or damage to the building structure of the premises caused by theft or attempted theft involving forcible and violent entry into or exit from your office	50,000
9. Alterations or Repairs Loss of or damage to the property by any alteration, repair, decoration or maintenance work performed at your office	Contract value of the work up to 200,000
10. Locks Replacement Replacement of damaged door locks due to theft or burglary to your office involving forcible and violent means of entry into or exit from your office	2,000
11. Business Sign Board Damage to business sign board installed outside of the office	2,000

Free Benefits	
12. Fire Extinguishing Expenses Cost of refilling the fire extinguishers and replacing sprinkler heads following fire or explosion	3,000
13. Removal of Debris Cost of removing debris or dismantling, demolishing and shoring up	50,000 or 10% of Sum Insured whichever is the lesser
14. Architects & Surveyor's Fee Fees charged by architect, surveyor, consultant engineer for reinstatement of your office following accidental loss or damage	5,000

Section 2 : Additional Expenditure (Free Cover)

Cover	Maximum Limits (HK\$)
Additional expenditure incurred within 12 months after an insured loss in order to restore normal conduct of business	1,000,000
Free Benefits	
1. Denial of Access Interruption of your business caused by the hindrance of access to your office for more than 48 hours by accident insured	
2. Failure of Public Utilities Interruption of your business resulting from failure of public utilities for more than 48 hours caused by damage to stations of public electricity supply, land based premises of public gas supply and water works or pumping station	
3. Professional Accountant's Charges Professional accountant's charges reasonably incurred for claims verification	50,000

Section 3 : Money & Personal Assault (Free Cover)

Cover	Maximum Limits (HK\$)
Covers the loss of cash, bankers' draft, cheques and stamps in Hong Kong	
1. Crossed Cheques	500,000
2. a. In transit	30,000
b. In office during business hours	30,000
c. In office after business hours	
(i) In a locked safe or strongroom	30,000
(ii) In a locked drawer or cabinet	5,000
(iii) Not secured in a locked safe and/or strongroom and/or locked drawer	5,000
d. In bank night safe	50,000
Free Benefits	
1. Seasonal Increase • Money in office after business hours in a locked safe • Money in office after business hours in a locked drawer or cabinet During Sundays, Public holidays and until noon of the following day	
	60,000 6,000
2. Dishonest Act of Employees Loss of money due to fraud or dishonest act of employees (discovered within 3 days after the date of occurrence)	25,000

Free Benefits	
3. Forced Signing of Cash Cheque Cash cheque signed under violence or threat of violence	25,000
4. Safe or Strongroom Damage to safe or strongroom caused by theft or attempted theft	20,000
5. Money in Residence Loss of money in the residence of an authorised employee caused by theft, attempted theft or hold-up	3,000
6. Personal Assault Accidental death or permanent total disablement to directors or employees caused by theft, attempted theft or hold-up in the course of duty	100,000

Section 4 : Public Liability (Free Cover)

Cover	Maximum Limits (HK\$)
Cover legal liability for physical bodily injury and/or property damage to the public arising out of your business within the territory of Hong Kong	10,000,000 per accident
* Limit up to \$20,000,000 per accident at an additional premium of \$500 and up to \$30,000,000 per accident at an additional premium of \$1,000	
Free Benefits	
1. Overseas Commercial Visits Legal liability of directors and your employees arising from business trips	
2. Indemnity to Personal Representative, Directors, Partners and Employees Legal liability of your legal personal representative, in the event of your death; legal liability of your directors, partners or employees in their capacity, in the event of no other insurance covering the same liability	
3. First Aid Legal Liability in respect of first aid treatment given by your employees in the course of employment	
4. Food and Drink Poisoning Poisoning by food or drinks supplied by you in your office up to HK\$2,000,000 any one period of insurance	
5. Welfare, Social and Sports Clubs Social, Sports or Welfare activities organised by you	
6. Tenant's Liability Non-contractual legal liability as tenants for damage to the premises leased and occupied by you	
7. Independent Contractor's Liability Interior decoration work performed by independent contractors at your office for contract value up to \$200,000	

Section 5 : Employees' Compensation (Optional Cover)

Cover	Maximum Limits (HK\$)
Cover your liability as an employer under the law for bodily injury to employees arising out of and in the course of employment	100,000,000 per event
Free Benefits	
1. Worldwide Cover for Overseas Visits Cover your employee's bodily injury arising out of and in the course of employment involving a commercial visit other than manual work assignments outside of Hong Kong	
2. Emergency Transportation Emergency transportation cost required to convey the injured employee to any registered clinic or hospital immediately after an accident up to HK\$10,000 any one period of insurance	
3. Extraordinary Weather Employee's bodily injury at place of employment or when proceeding directly to his placement or returning therefrom directly to his home, whilst typhoon signal no. 8 or above or a rainstorm warning (red or black signal) is hoisted	

Excess (Applicable to Section 1 and Section 4)		(HK\$)
Commercial Building		
Building age of insured premises:(1- 40 years)		
Section 1 : Property All Risks		
Water damage claim		5,000 or 10% of adjusted loss, whichever is the greater
Each and every other claim except fire, lightning or explosion		1,000
Section 4 : Public Liability		
Third Party Property Damage caused by water damage claim		5,000 or 10% of adjusted loss, whichever is the greater
Third Party Property Damage caused by other claim		1,000
Industrial Building		
Building age of insured premises:(1- 40 years)		
Section 1 : Property All Risks		
Water damage claim		5,000 or 15% of adjusted loss, whichever is the greater
Each and every other claim except fire, lightning or explosion		3,000
Section 4 : Public Liability		
Third Party Property Damage caused by water damage claim		5,000 or 15% of adjusted loss, whichever is the greater
Third Party Property Damage caused by other claim		3,000
Major Exclusions		
War, wear and tear, mechanical and electrical breakdown, infidelity, liability arising from products, professional advice and treatment and contractual liability		

「商業全面保」助您保持業務運作暢順

「商業全面保」特意為您的業務而設，務求為您提供周全的保障。辦公室綜合保險以最優惠的價格，為企業家提供最完善的業務防禦。我們不但提高了現有保障額，更增設了多項度身訂造的附加保障，不另收費，以迎合您的各種需要。計劃亦適用於擁有一間或多間辦公室、從事各行各業的公司，助您推動業務蒸蒸日上。

第一部份：綜合財物（基本保障）

保障	最高賠償額（港幣）
賠償因意外遺失或損毀辦公室設備包括室內裝修、租戶改善工程、業主固定裝置及設備的重置費用	自選投保額
免費保障	
1. 暫時搬離 暫時搬離辦公室的設備，在香港境內進行清洗、翻新或維修期間意外遺失或損毀	投保額10%
2. 運送途中的貨物 運送途中的貨物在您或任何僱員收貨及送貨期間意外遭遺失或損毀（不包括珠寶、手提電話、數碼設備及電子零件）	50,000元
3. 辦公室存放的文件 文件、手稿、圖案、模型、商業賬簿或電腦系統紀錄在辦公室意外遭遺失或損毀	50,000元
4. 運送途中的文件 文件在運送途中遭遺失或損毀	20,000元
5. 藝術品 珍品或藝術品在辦公室內意外遺失或損毀	10,000元
6. 個人物品 僱員的衣物及私人物品意外遺失或損毀	3,000元
7. 固定玻璃 窗戶、門、飾櫃及廚窗玻璃的破損和任何所需臨時封閉工作的合理成本	50,000元或 投保額10% (以較低者為準)
8. 辦公室損毀 因涉及強行及使用暴力進出辦公室的盜竊或企圖盜竊而引致辦公室的樓宇結構破壞或損毀	50,000元
9. 辦公室改動或維修 受保財物在辦公室進行的任何改動、維修、裝修或保養工程期間遭遺失或損毀	工程合約價值高達 200,000元
10. 更換門鎖 更換因涉及強行及使用暴力進出辦公室的盜竊或爆竊而導致損毀的門鎖	2,000元
11. 公司招牌 安裝在承保辦公室外面的公司招牌損毀	2,000元

免費保障	
12. 重置滅火設備費用 在火災或爆炸後重置滅火器液體及更換自動灑水噴頭所引致的費用	3,000元
13. 廢物清理費用 賠償意外發生後清理瓦礫碎片泥頭或拆卸、清拆、支撐所需的費用	50,000元或 投保額10% (以較低者為準)
14. 建築師及測量師費用 支付建築師、測量師、顧問工程師因意外損毀而重整辦公室所收取的費用	5,000元

第二部份：業務影響（免費保障）

保障	最高賠償額（港幣）
免費保障您因承保意外發生後12個月內為恢復正常業務經營的額外支出	1,000,000元
免費保障	
1. 通道封閉 受承保意外導致進入辦公室的通道封閉超過48小時而引致的業務中斷	
2. 水、電及氣體供應停頓 因公共供電站、地面公共供氣場所及水務設施或抽水站損毀令水、電及氣體供應停頓超過48小時而引致的業務中斷	
3. 專業會計師費用 申報索償時所需的專業會計師費用	50,000元

第三部份：金錢及人身意外（免費保障）

保障	最高賠償額（港幣）
賠償在香港境內現金、銀行本票、支票、流通郵票等的金錢損失	
1. 劃線支票	500,000元
2. a. 運送途中	30,000元
b. 營業時間內存放於辦公室內	30,000元
c. 營業時間後存放於辦公室內	
(i) 存放於上了鎖的夾萬或保險庫內	30,000元
(ii) 存放於上了鎖的抽屜或儲存櫃內	5,000元
(iii) 未妥善存放於夾萬／儲物櫃內	5,000元
d. 存放於銀行夜庫內	50,000元
免費保障	
1. 季節性增加 星期日、公眾假期直至翌日中午	
• 自動增加營業時間後存放於辦公室上鎖夾萬內的金錢賠償額	60,000元
• 自動增加營業時間後存放於辦公室上鎖抽屜或儲存櫃內的金錢賠償額	6,000元

免費保障	
2. 僱員不誠實行為 因僱員欺詐或不誠實行為而引致的金錢損失 (在發生日期後3日內發現)	25,000元
3. 被迫簽署現金支票 在暴力威脅下被迫簽署的現金支票	25,000元
4. 夾萬或保險庫 夾萬或保險庫因盜竊或企圖盜竊而引致的損毀	20,000元
5. 存放於家中的金錢 存放於獲授權僱員家中的金錢因盜竊、企圖盜竊或武力脅持而引致的損失	3,000元
6. 人身意外 董事或僱員於執行職務期間因盜竊、企圖盜竊或武力脅持而意外死亡或永久完全傷殘	100,000元

第四部份：公眾責任（免費保障）

保障	最高賠償額（港幣）
保障您因在香港境內經營業務運作疏忽而導致他人身體受傷及／或財物損毀的法律責任 * 如加額外保費500元， 每宗事故賠償額將為20,000,000元 如加額外保費1,000元， 每宗事故賠償額將為30,000,000元	每宗事故 10,000,000元 免保費
免費保障	
1. 海外公幹 董事及僱員在外出公幹期間所引致的法律責任	
2. 賠償予遺產代理人、董事、業務夥伴及僱員 合法遺產代理人的法律責任（如身故）；董事、業務夥伴或僱員以其身分承擔的法律責任（如無其他保險保障有關法律責任）	
3. 急救 僱員在工作期間替他人進行急救所引致的法律責任	
4. 食物及飲品中毒 辦公室提供的食物或飲品導致他人中毒所引致的法律責任，賠償額以港幣2,000,000元為上限	
5. 公司安排的康樂體育活動 安排社交、運動或福利活動所引致的法律責任	
6. 租戶責任 租用並佔用辦公室因損毀而承擔的非合約性質法律責任	
7. 工程承建公司的法律責任 工程承建公司在辦公室進行室內裝修工程所引致的法律責任，合約價值以港幣200,000元為上限	

第五部份：僱員補償（自選保障）

保障	最高賠償額（港幣）
保障您身為僱主對僱員因工受傷所需負上的法律責任	每宗事故 100,000,000元
免費保障	
1. 海外公幹保障 賠償僱員前往香港境外公幹期間受傷而負上的法律責任（體力勞動工作除外）	
2. 緊急運輸 在意外發生後立即護送受傷僱員到任何註冊診所或醫院就醫的緊急運輸費用，賠償限額為港幣10,000元	
3. 反常天氣 賠償僱員在八號或以上颱風警告信號或暴雨警告（紅色或黑色信號）懸掛期間出勤及直接前往工作地點或從工作地點直接回家途中受傷所需的費用	

自負金額（適用於第一及第四部份）		（港幣）
商業樓宇		
承保經營場址的樓齡（1 - 40年）		
第一部份：綜合財物		
水浸引致的損失		5,000元或 損失總額10% （以較高者為準）
其他每宗損失（火災、閃電或爆炸引致的損失除外）		1,000元
第四部份：公眾責任		
第三者財物因水浸引致的損毀		5,000元或 損失總額10% （以較高者為準）
第三者財物因其他損失引致的損毀		1,000元
工業樓宇		
承保經營場址的樓齡（1 - 40年）		
第一部份：綜合財物		
水浸引致的損失		5,000元或 損失總額15% （以較高者為準）
其他每宗損失（火災、閃電或爆炸引致的損失除外）		3,000元
第四部份：公眾責任		
第三者財物因水浸引致的損毀		5,000元或 損失總額15% （以較高者為準）
第三者財物因其他損失引致的損毀		3,000元
主要不保項目		
戰爭、損耗、機械及電力故障、瞞騙、因產品、專業意見及服務和合約條款所引致的責任		

註：本小冊子只為一般簡介，僅供參考之用。有關承保範圍之條款及細則和不受保項目，概以保單所載為準。如中文譯本與英文有異，以英文文本為準。

YOUR TRUSTWORTHY INSURANCE PARTNER 您至可信賴的保險夥伴

Allied World Assurance Company Holdings, AG, through its subsidiaries and brand known as Allied World, is a global provider of innovative property, casualty and specialty insurance and reinsurance solutions. Allied World offers superior client service through a global network of offices and branches.

With a wide range of customers in the Asia Pacific region and excellent financial ratings, Allied World offers a meaningful combination of global strength and local expertise for both individual and corporate clients.

All of Allied World's rated insurance and reinsurance subsidiaries are rated A (Excellent) by A.M. Best Company, A by Standard & Poor's, and A2 by Moody's.

Allied World Assurance Company Holdings, AG, 是一家通過其子公司及名為 Allied World 世聯的品牌，透過其全球網路的辦事處和分支公司，提供創新型財產、傷亡及專業保險及再保險解決方案及優質的客戶服務。

Allied World 世聯的財務評級極佳，來自不同界別的客戶遍佈亞太地區。Allied World 世聯為個人和企業客戶提供全球性優勢和本地專業知識兼備的貼心保險服務。

Allied World 世聯所有被評級的保險及再保險子公司都持有下列的信貸評級：貝氏評級公司 (A.M. Best Company) 的「A」級 (Excellent)、標準普爾 (Standard & Poor's) 的「A」級和穆迪 (Moody's) 的「A2」級。

ALLIED WORLD DISCLAIMER

This information is provided as a general overview for agents and brokers. Coverage will be underwritten by the Hong Kong branch office of Allied World Assurance Company, Ltd, which is regulated by the Hong Kong Office of the Commissioner of Insurance, the Singapore branch office of Allied World Assurance Company, Ltd, which is regulated by the Monetary Authority of Singapore, and/or the Australian branch office of Allied World Assurance Company, Ltd, as relevant. All of Allied World Assurance Company Holdings, AG's rated insurance subsidiaries are currently rated A by Standard & Poor's. Coverage is only offered subject to local regulatory requirements and through licensed agents and brokers. Actual coverage may vary and is subject to policy language as issued.

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