

火險批改申請書

Fire Insurance Endorsement Application Form

致：中銀集團保險有限公司 To: Bank of China Group Insurance Co. Ltd. (傳真 Fax: 39069920)

保戶名稱 _____ 代理及經辦單位編號 _____
Name of Insured: _____ Agent Code & Unit No.: _____

保單號碼 Policy No.*: _____ 保戶身份證號碼 Insured's HK ID Card No.#: _____

(*此資料必須由客戶提供或確認)

(#只需填寫英文字頭及首3位數目字)

(*This information must be provided or confirmed by client)

(#Fill in the first letter & first 3 digits only)

請照下述開列事項更改，並送回貴公司認簽之批改

Please issue an endorsement subject to the following particulars:

由 _____ 起更改內容如下 (請在適當方格內加「✓」)

As from _____ alter the followings: (Please put a "✓" in the box as appropriate)

(1) 保戶名稱
Name of Insured: _____

(2) 通訊地址
Mailing Address: _____

(3) 保險處所
Location/Insured's Premises: _____

(4) 佔用性質
Occupied as: _____

(5) 銀行備註
Bank Reference _____

(6) 保險期限 由 _____ 至 _____ (首尾兩日包括在內)
Period of Insurance: From _____ To _____ (B.D.I.)

(7) *取消保單 如要取消保單，必須把批改申請書連同原保單一起送回 (退費之計算是按短期收費表計)
*Cancel Policy In order to cancel the Policy, please return the original Policy together with this Endorsement Application Form. [Refund premium (if any) would be calculated on short period basis]

已附上原保單 Original Policy attached

原保單後補送回 Original Policy will be returned later

未能送回原保單 Cannot return the original Policy. 原因 Reasons: _____

取消保單原因: Reason of cancellation

有統保單 Master Policy

已出售物業/贖契 Sold/Paid off a Mortgage

重複投保與保單號碼 _____ 相同 Duplicate with Policy No.

在其他保險公司投保 Insured with other insurer(s)

其他 others _____

註:*如受保超過 11 個月或保單是最低收費者，一律都不予退回保費。

PS: *No premium refund if exceeding 11 months or minimum charge policy.

(8) 保險費率 (毛/淨費率) (9) 條款
Rate: _____ % (Gross/Net) Clauses/Warranties: _____

(10) 過戶
Mortgagee: _____

(11) 保險金額: 增加 / 減少 _____ 總保額 _____
Sum Insured: Increased / Decreased by _____ Total Sum Insured _____

保額分配如下

Sum Insured will be amended as below:-

a) HKD _____ 保房屋(溝渠及地基除外) On Building (excl. Foundations & Drains)

b) HKD _____ 保裝修傢俬 On Furniture, Fixtures & Fittings.

c) HKD _____ 保衣服行李(珠寶首飾除外) On Clothing & Luggage (excl. Jewellery)

d) HKD _____ 保貨物(包括受托管) On Stock (incl. held in trust)

e) HKD _____ 保機器及零件(工模除外) On Machinery (excl. moulds of any kind)

f) HKD _____ 其他 Others _____

(12) 其他 Others: _____

申請人簽章 Signature of Applicant: _____ 日期 Date: _____

備註: 所取得之資料均按照“收集個人資料聲明”辦理。

Remarks: All data is collected in accordance with the 'Personal Information Collection Statement'.

本公司專用 For Office Use Only

覆核人	經辦人
No.	No.