

## Home Proposal Form

### 家居保險投保書

\* if property is let or sub-let please complete instead property owners proposal form

\*如房屋是用作出租用途，請用業主保險投保書

Ref. No./Policy No.

編號 / 保單編號

Agency No. / Name

代理編號 / 代理人

Please take care to complete this form fully and correctly and to disclose all material facts which are likely to influence our acceptance and assessment of your proposal. If you are in any doubt about whether or not a fact is material, you should disclose it. Omission or mis-statement may affect the settlement of claims under the Policy or make the Policy invalid. It is important that you insure for the full value of the property as otherwise your claim may be prejudiced.

請謹慎及正確地填寫本投保書，並且申報一切有關投保資料為屬實事項。如有些不明確的資料也需聲明。遺漏或誤述將會影響賠款的處理或導致保險單失效。請注意，保險金額應是財物的全部價值，否則會影響您的索賠。

Please complete the form in BLOCK Capitals 請用正楷填寫

Full Name of Proposer(s) MR / MRS / MISS / MS

投保人姓名全寫

Address of Property to be Insured

投保房屋地址

Postcode

郵政號碼

Telephone

電話號碼

Communication Address if different from above

通訊地址，如與上述地址不同

Occupation of

職業

Proposer

投保人

Period of Insurance

保險期限

From  
由

Day  
日

Month  
月

Year  
年

to  
至

Day  
日

Month  
月

Year  
年

at noon  
中午

**COVER**

承保章節

Please tick the appropriate box for each section. If Yes, please insert the Sum Insured required.  
請在每章適當的方格內劃勾，並填寫投保金額

**Sections and Items**

章節及項目

**Sum Insured or  
Limit of Liability**  
投保金額及責任限額
**Section 1** 第一章**Buildings**

房屋

**Year Property was built**

房屋建造年份

The sum to be insured must represent the full rebuilding cost, i.e. Building of the private dwelling house, outbuildings used for domestic purposes, fences, walls, gates, swimming pools including architect's and surveyor's fees, Local Authority charges and costs of debris removal.

投保金額應是全部重建價值，即私人住宅、及其附屬建築物、柵欄、圍牆、閘、游泳池等並包括建築師及測量師費用，地方政府費用和清理瓦礫費用

Enter full value of Building if Sum Insured is only partial value and give the reason for the requirement for partial cover.

如保險金是部份價值，請填全部價值及說明投保部份的理由

**Name & Address of Bank/Building Society**

銀行／房屋按揭社的名稱及地址

**Section 2** 第二章**Contents**

屋內財物

The Sum insured must represent the full replacement value as new except in respect of wearing apparel and household linen.

 Yes 是  No 否 

投保金額應是全部重置價值，但衣物和布製品除外

**Valuables Items Only** 貴重物品

Valuables - comprising gold and silver articles, jewellery, furs, cameras, binoculars, pictures and other works of art, collections of stamps, coins and medals. Items insured under Section 4 "All Risks" (except those covered under Item 1 Personal Effects) should be excluded from this Section.

**Note** 請注意：

- Evidence of value must be submitted for any article valued at **£1,250** or more.  
價值超過 **£1,250** 之項目，需附上價值證明書。
- Total Value of Valuable Items should not exceed **one third** of the Total Sum Insured, otherwise please specify below  
貴重物品總值不應超過總投保額的三份之一，如超過，請在下表列明。
- Single valuable Item mentioned above should not be **greater than 5%** of the Total Sum Insured otherwise please specify below  
每件貴重物品不應超過總投保額的**5%**，如超過，請在下表列明。  
(Additional premium may be charged for 2 and 3)  
(第二及第三項可能需另加保價)

**Items Description**

項目 詳細說明

**Sum Insured**

投保金額

|   |                      |                        |
|---|----------------------|------------------------|
| 1 | <input type="text"/> | £ <input type="text"/> |
| 2 | <input type="text"/> | £ <input type="text"/> |
| 3 | <input type="text"/> | £ <input type="text"/> |
| 4 | <input type="text"/> | £ <input type="text"/> |

**Section 3** 第三章**Liability**

責任險

 Automatically Included  
自動包括
**£2,000,000**

**Section 4** 第四章**All Risks**

全險

Do you require cover for "All Risks"?

Yes 是  No 否 

Do not include any property which is to be insured only under Section 2.

請不要包括僅需要在第二章承保的財物。

**Item 1** Personal effects and clothing (excluding furs, jewellery, gold and silver articles and sports/golf equipment). £  
 - Limited any one article £250

第一項 私人財物和衣服 (不包括皮草、珠寶、金銀物品、運 / 高爾夫球用品) - 每件價值最高 £250

**Item 2** Miscellaneous jewellery, furs, watches, personal ornaments gold and silver articles. £  
 Cameras and Sports Equipment. - Limited any one article £250

第二項 各種珠寶、皮草、手錶、私人飾物、金器及銀器、相機和體育器材 - 每件價值最高 £250

**Item 3** Personal money } Maximum Together £1,000 £  
 Credit cards }

第三項 現金和信用卡—最高總限額為 £1,000

**Item 4** Specified items of jewellery, furs, watches, personal ornaments, gold and silver articles and £  
 cameras exceeding £250 in value any one article.

第四項 特別需要詳細列明每件價值超過£250的珠寶、皮草、手錶、私人飾物、金銀物品、相機等。  
 請以下列明:

**Note:** Evidence of value must be submitted for any article valued at £1,250 or more  
 價值超過 £1,250之項目, 需附上價值證明書

| Items<br>項目 | Description<br>詳細說明  | Sum Insured<br>投保金額    |
|-------------|----------------------|------------------------|
| 1           | <input type="text"/> | £ <input type="text"/> |
| 2           | <input type="text"/> | £ <input type="text"/> |
| 3           | <input type="text"/> | £ <input type="text"/> |
| 4           | <input type="text"/> | £ <input type="text"/> |

**Section 5** 第五章**Frozen Food**

箱內凍品

Do you require cover for 'Frozen Food'?

Yes 是  No 否 

Please specify make/model of freezer 請列明冰櫃製造廠/型號

**Make**  **Model**  **Year of Manufacture**   
 製造廠 型號 製造年份

**GENERAL QUESTIONS**

一般問題

Please answer the following questions and tick the relevant box, where applicable and if appropriate provide details

請回答下列問題並在適當的方格內劃勾, 請根據要求, 提供詳情

- 1 (a) The whole of the building is occupied by me and members of my family for private residential purposes.  
 整座房屋是由我及我的家眷所居住的私人住宅 Yes 是  No 否
- (b) Is self-contained  
 是獨門獨戶 Yes 是  No 否
- (c) Has its own lockable entrance door.  
 有獨立鎖閉的入口 Yes 是  No 否
- (d) If above a shop?  
 If 'yes', is there direct access to residential portion?  
 如果位於商店的上面, 有否獨立直接通道 Yes 是  No 否

- 2 Is any part of the building used for trade, professional or business purpose? If Yes, please provide details  
該房屋是否作為貿易、專業或商業之用? 如是請詳細列明 Yes 是  No 否
- 3 Is the building  
該房屋是否
- (a) constructed solely of brick, stone or concrete and roofed with slates, tiles, concrete, asphalt or metal?  
If No, please provide details including whether any part of the roof is flat and covered with felt.  
用磚、石、三合土建造, 並用石板瓦、瓦片、三合土、瀝青或金屬蓋屋頂?  
如否, 請提供詳情包括任何一部份是平頂, 而以瀝青簷蓋屋頂。 Yes 是  No 否
- (b) in good repair and will be so maintained? If No, please provide details  
維修良好? 如‘否’, 請提供詳情 Yes 是  No 否
- (c) exposed to flooding, landslip, subsidence or coastal erosion? If Yes, please provide details  
有遭受洪水、坍方、下沉或海岸侵蝕的風險? 如‘是’, 請提供詳情 Yes 是  No 否
- (d) Front and rear exit doors fitted with British Standard 5 lever Mortice deadlocks ?  
前後大門都裝有英國標準的五反鎖? Yes 是  No 否
- (e) Accessible windows fitted with window locks ?  
可以進入的窗戶都裝有窗鎖? Yes 是  No 否
- (f) Fitted with a Burglar Alarm ?  
裝有防盜警鐘? Yes 是  No 否
- (g) if 'yes' to (f), is it subject to a maintenance contract  
如 (f) ‘是’, 是否有維修保養合約 Yes 是  No 否
- 4 Is the address to which cover applies  
所投保的地址是否
- (a) left regularly unoccupied? If 'Yes', please provide details  
經常無人居住? 如‘是’, 請詳細說明 Yes 是  No 否
- (b) left unfurnished? If 'Yes', please provide details  
無傢俬陳設? 如‘是’, 請詳細說明 Yes 是  No 否
- (c) a flat? If 'Yes', please provide details  
一層樓? 如‘是’, 請詳細說明 Yes 是  No 否
- 5 Have you as proposer or any person to be insured made any claims or sustained any losses in respect  
of the risks now proposed within the last 3 years? If 'Yes', please provide details  
投保的單位在過去三年是否曾有發生索賠或遭受損失? 如‘是’, 請詳細說明 Yes 是  No 否
- 6 Has any Company or Underwriter ever declined to accept or renew the insurance now proposed or  
imposed terms? If 'Yes', please provide details  
對於所投保的項目是否曾有保險公司拒絕接受或續保或施加特別條款? 如‘是’, 請詳細說明 Yes 是  No 否
- 7 Have you or any person to be insured previously held a policy with CTI (UK) Co Ltd.?  
If 'yes', please provide policy number  
您或其他被保人是否曾在本公司投保? 如‘是’, 請提供保單號 Yes 是  No 否

## PRIVACY AND YOUR PERSONAL INFORMATION

China Taiping Insurance (UK) Co Limited of 2 Finch Lane, London, EC3V 3NA is the data controller for the purpose of the Data Protection Act 1998.

By proceeding to use our service you consent that we may process the personal data (including sensitive personal data) that we collect from you in accordance with our Privacy Policy [<http://uk.cntaiping.com/uk-privacy/>], a copy of which can be provided on request. In particular, we may use information we hold about you for the purposes of providing insurance to you, ancillary and related purposes, acting as an intermediary for any financial transactions including insurance broking, and debt administration to our clients; promote our goods and services; and maintaining our own accounts and records.

Your personal data will be retained in strict confidentiality and security. Also, you agree that, to offer you a more personalised service, and for administration purposes, your information may be transferred to, and stored or processed at, other China Taiping group companies; some of these companies may be located in countries where privacy and data protection law differ from the UK, including countries outside the European Economic Area ("EEA"). Your information may be processed by data processors engaged by China Taiping Insurance (UK) Co Limited, including some that may be outside the EEA.

Your information may be shared with other third parties, including loss adjustors and claims handlers, as set out in our privacy policy (see link above), a copy of which can be provided upon request. These data processors will be subject to a written agreement concerning the treatment, storage and use of your personal information.

Where appropriate we make checks with a licensed credit referencing agency and a record of any search will be made. We exchange information with other insurers through various databases to help us check information provided and also to prevent fraudulent claims. We will disclose information about you to regulatory authorities in response to formal requests.

Where it is necessary to transfer, store or process data we collect from you at a destination outside the EEA, any such transfers will be made in compliance with the Data Protection Act. By submitting your personal data, you agree to this transfer, storing or processing.

Should you have any questions or comments or wish to access, correct, modify or delete your information, or, where relevant, withdraw your consent to the use of your information as set out in this notice, or receiving communication from us, please send your request to:

China Taiping Insurance (UK) Co Limited  
2 Finch Lane  
London  
EC3V 3NA  
or by email to [compliance@uk.cntaiping.com](mailto:compliance@uk.cntaiping.com)

## DECLARATION 聲明

**I/We declare that to the best of my/our belief the sums to be insured represent the full rebuilding/replacement cost.**

**I/We agree that:** (a) the Sums Insured under **Sections 1 and 2** may be adjusted according to the indices mentioned on the policy. (b) this proposal form has, to the best of my/our knowledge, been completed correctly. (c) to the best of my/our knowledge and belief nothing material affecting any of the risks proposed has been concealed. (d) this proposal shall be the basis of and shall form part of the Contract between myself/ourselves and the CHINA TAIPING INSURANCE (UK) CO LIMITED. (e) I/We will pay the premium on demand.

本人/我們，深信保險金額是全部重建/重置價值，本人同意；(a) 第一、二章的保險金額可按保險單所註明的指數進行調整。(b) 本投保書、我/我們深知，是正確填寫的。(c) 我/我們深知和深信沒有隱瞞對投保的單位足以有影響任何實質的情況。(d) 本投保書將作為本人與中國太平保險(英國)有限公司之間合約的一部份。(e) 本人將按時繳交保險費。

Signature

Date

(Cover does not commence until acceptance of the proposal by the Company) (本投保書為本公司所接受後，保險才予生效)

# METHODS OF PAYMENT 付款方式

## Customers Details 客戶資料

Full Name /  
Business Name  
全名或公司名稱

Address  
地址

Postcode  
郵政編號

Telephone  
電話

Policy No./Ref. No.  
保單號碼/參照號碼

## 1. By Cheque 使用支票付款

Cheques should be made payable to China Taiping Insurance (UK) Co Ltd £  
支票請註明 China Taiping Insurance (UK) Co Ltd 收

## 2. By Major Credit / Debit Cards 使用信用卡付款



Mastercard



Visa



Switch



Delta



Solo

Please debit my  
本人使用這信用卡付款  
Please ✓ tick 請劃勾

£

Card Number  
信用卡號碼

Issue No  
簽發號碼

Expiry Date  
有效日期

Cardholder's Signature  
信用卡持有人簽名

## 3. By Direct Debit 直接經銀行過戶



中國太平保險(英國)有限公司  
CHINA TAIPING INSURANCE (UK) CO LTD

Originator's Identification Number

940972



### INSTRUCTION TO YOUR BANK/BUILDING SOCIETY TO PAY BY DIRECT DEBIT 指示銀行/房屋會社直接轉賬通知單

**1 NAME AND FULL POSTAL ADDRESS OF YOUR BANK OR BUILDING SOCIETY 你的銀行或房揭社名稱和郵政編號**

To: The Manager 致: 經理

Bank / Building Society 銀行/房屋揭社

Address 地址

Postcode 郵政編號

**2 NAME(S) OF ACCOUNT HOLDER(S) 帳戶持有人姓名**

**5 INSTRUCTION TO YOUR BANK/BUILDING SOCIETY 通知你的銀行或房揭社**

Please pay China Taiping Insurance Direct Debit from the account detailed on this instruction subject to the safeguards assured by The Direct Debit Guarantee. I understand that this instruction may remain with China Taiping Insurance and, if so, details will be passed electronically to my Bank/Building Society.

**3 BRANCH SORT CODE 分行編號 (見支票右上角)  
(FROM THE TOP RIGHT HAND CORNER OF YOUR CHEQUE)**

Signature(s)

簽署

Date

日期

**4 BANK/BUILDING SOCIETY ACCOUNT NUMBER**

銀行或房揭社戶口帳號

**CHINA TAIPING INSURANCE POLICY NUMBER ( IF KNOWN ) 中國太平保險(英國)有限公司保單號碼**

Banks and Building Societies may not accept Direct Debit Instructions for some types of account  
銀行/房揭社可能不接受某些類型賬戶的分期直接轉賬提示

## THIS GUARANTEE SHOULD BE RETAINED BY THE PAYER

以下銀行轉賬保證應由付款人保留

### The Direct Debit Guarantee

#### 銀行轉賬保證

- **This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits**  
這份保證由所有參與銀行轉賬計劃的銀行和房揭社所提供。
- **If there are any changes to the amount, date or frequency of your Direct Debit, China Taiping Insurance (UK) Co Ltd will notify you 14 working days in advance of your account being debited or as otherwise agreed. If you request China Taiping Insurance (UK) Co Ltd to collect a payment, confirmation of the amount and date will be given to you at the time of the request.**  
如果轉賬金額或轉賬日期有變動，中國太平保險（英國）有限公司會在轉賬14天前通知您獲取的您的同意。如果您要求太平保險（英國）有限公司收取一筆款項，我們會在您提出要求時跟您確認收取日期及金額。
- **If an error is made in the payment of your Direct Debit by China Taiping Insurance (UK) Co Ltd or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society.**  
如果中國太平保險（英國）有限公司、在你的銀行或房揭社轉賬錯誤，保證立即全額退回至您的賬戶。
- **If you receive a refund you are not entitled to, you must pay it back upon China Taiping Insurance (UK) Co Ltd's request.**  
如果你收到一筆不屬於您的退款，在太平保險（英國）有限公司的要求下你必須退回與我們
- **You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.**  
您可以隨時通知銀行或房揭社取消自動轉賬，可能需要書面形式的通知。與此同時，也請通知我們。



#### Rules to the Scheme

銀行直接轉賬計劃規定

To join the scheme, you must satisfy the following requirements:-

使用直接轉賬必須符合以下條件：-

1. You must be at least 18 years old and have a bank or building society current account in the U.K.  
你必須至少18歲，在英國銀行或房揭社已有帳戶。
2. If any adjustments to the annual premium becomes necessary during the period of insurance it will be dealt with automatically by a recalculation of the remaining instalments.  
如果在投保期間，保費需要調整時，會自 在未收取月份的分期付款內更改。
3. Claims will be settled by China Taiping Insurance in the usual way. You, for your part, must continue with the instalment payments, throughout the period of insurance.  
關於理賠款項中國太平保險（英國）有限公司會依照一般情況處理，你有義務在承保時期內繼續分期付款。
4. If it proves impossible for us to collect an instalment from your bank and we are unable to do so within 14 days of the scheduled date, we shall request from you the full premium for the remainder of the period of insurance. If this amount is not paid within 14 days we shall cease cover and cancel the policy.  
如果我們無法從你的銀行收取分期的付款，並且過了14天期限，將會要求你付清保費餘額，如果24日內未收到欠款，保單會被取消。
5. You must ensure to have sufficient cleared balance in your account for our Direct Debit collection. China Taiping Insurance will not be liable for the bank charges levy on you due to insufficient amount in your bank.  
你必須確定你的銀行賬戶有足夠的存款以備轉賬，中國太平保險（英國）有限公司不負責由於戶口存款不足而引起的銀行手續費。
6. Any delay in registering your Direct Debit mandate to us may result in an one off instalment collection of more than one month's worth of payment.  
遲延通知直接轉賬手續可能導致其中一次轉賬超過一個月分期付款項。
7. Please send this advice to China Taiping Insurance agent or direct to: China Taiping Insurance (UK) Co Ltd, 2 Finch Lane, London EC3V 3NA. Tel: 020-7839 1888 Fax: 020-7621 1202  
請將此通知書寄回中國太平保險的代理或直接寄回中國太平保險（英國）有限公司，地址如下：China Taiping Insurance (UK) Co Ltd, 2 Finch Lane, London EC3V 3NA. Tel: 020-7839 1888 Fax: 020-7621 1202



中國太平保險(英國)有限公司

CHINA TAIPING INSURANCE (UK) CO LTD

2 Finch Lane, London EC3V 3NA.