



Report Of Employee Changes & Termination 僱員資料更改及保障終止申報表格

*** Please Return Completed Employee Application For Addition Of New Employees ***

新受聘之僱員需另填報僱員福利保險參加表格

(Please print in English) (請用英文正楷)

Policyholder 公司名稱 : _____

Affiliated Company 附屬公司名稱 : _____

Affiliated Code 附屬公司編號 : _____

Policy No 保單編號 _____

Life 人壽 _____

Med 醫療 _____

DI 傷殘 _____

Change Of Benefit Class/Salary/Department/Policyholder \longleftrightarrow Affiliated Company
福利等級及薪金之調整 / 僱員調往總公司或其他附屬公司之變動

Cert No 保險証編號	Employee Name 僱員姓名	From 由	To 至	Effective Date Y/M/D 生效日期 年 / 月 / 日

Addition Of New Dependants for Existing Employees - for Medical or Spouse Life
現有僱員之新增加家屬 - (只限醫療保障及配偶人壽保障)

Cert No 保險証編號	Name of Employee 僱員姓名	Name of Dependants 家屬姓名	Birth Y/M/D 出生日期 年/月/日	Marriage Y/M/D 結婚日期 年/月/日	Relationship 關係	Class 福利等級

Termination Of Employees

*Last day of coverage

僱員保障終止

最後保障日期

Cert No 保險証編號	Name of Employee 僱員姓名	Termination Date* Y/M/D 終止日期 年/月/日	Remarks 備註

Change of Bank Account Details – Medical Claim Autopay

銀行戶口號碼之更改 – (只適用於以自動轉賬方式作醫療賠償之僱員)

Cert No 保險証編號	Name of Employee 僱員姓名	Name of New Bank 新銀行名稱	New Account No 新銀行戶口號碼	Effective Date Y/M/D 生效日期 年/月/日

Change Of Email Address

電郵地址之更改

Cert No 保險証編號	Name of Employee 僱員姓名	New Email Address 現在電郵地址	Effective Date Y/M/D 生效日期 年/月/日

Change Of Insured Person's Name

受保人姓名之更改

Cert No 保險証編號	Original Name 原有姓名	New Name 現在姓名	Effective Date Y/M/D 生效日期 年/月/日

Change Of Marital Status

婚姻狀況之更改

Cert No 保險証編號	Name of Employee 僱員姓名	Date of Change 更改日期 Marriage/Divorced/Widowed 結婚/離婚/喪偶

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料的聲明

AXA China Region Insurance Company Limited (referred to hereinafter as the "Company") recognises its responsibilities in relation to the collection, holding, processing, use and/or transfer of personal data under the Personal Data (Privacy) Ordinance (Cap. 486) ("PDPO"). Personal data will be collected only for lawful and relevant purposes and all practicable steps will be taken to ensure that personal data held by the Company is accurate. The Company will take all practicable steps to ensure security of the personal data and to avoid unauthorised or accidental access, erasure or other use.

安盛金融有限公司(下稱"本公司")明白其就《個人資料(私隱)條例》(香港法例第486章)("條例")收集、持有、處理、使用和/或轉移個人資料所負有的責任。本公司僅將為合法和相關的目的收集個人資料,並將採取一切切實可行的步驟,確保本公司所持個人資料的準確性。本公司將採取一切切實可行的步驟,確保個人資料的安全性,及避免發生未經授權或者因意外而擅自取得、刪除或另行使用個人資料的情況。

Please note that if you do not provide us with your personal data, we may not be able to provide the information, products or services you need or process your request.

敬請注意,如果閣下不向本公司提供閣下的個人資料,我們可能無法提供閣下所需的資料、產品或服務,或無法處理閣下的要求。

Purpose: From time to time it is necessary for the Company to collect your personal data which may be used, stored, processed, transferred, disclosed or shared by us for purposes ("Purposes"), including:

目的: 本公司不時有必要收集閣下的個人資料,並可能因下列各項目的("有關目的")而供本公司使用、存儲、處理、轉移、披露或共享該等個人資料:

1. offering, providing and marketing to you the products/services of the Company, other companies of the AXA Group ("our affiliates") or our business partners, and administering, maintaining, managing and operating such products/services;
向閣下推介、提供和營銷本公司、安盛集團的其他公司("安盛關聯方")或本公司的商業合作夥伴之產品/服務,以及提供、維持、管理和操作該等產品/服務;
2. processing and evaluating any applications or requests made by you for products/services offered by the Company and our affiliates;
處理和評估閣下就本公司及安盛關聯方所提供之產品/服務提出的任何申請或要求;
3. providing subsequent services to you, including but not limited to administering the policies issued;
向閣下提供後續服務,包括但不限於執行/管理已發出的保單;
4. any purposes in connection with any claims made by or against or otherwise involving you in respect of any products/services provided by the Company and/or our affiliates, including investigation of claims;
與就本公司和/或安盛關聯方提供的任何產品/服務而由閣下或針對閣下提出的或者其他涉及閣下的任何索賠相關的任何目的,包括索賠調查;
5. evaluating your financial needs;
評估閣下的財務需求;
6. designing products/services for customers;
為客戶設計產品/服務;
7. conducting market research for statistical or other purposes;
為統計或其他目的進行市場研究;
8. matching any data held which relates to you from time to time for any of the purposes listed herein;
不時就本條款所列的任何目的核對所持有的與閣下有關的任何資料;
9. making disclosure as required by any applicable law, rules, regulations, codes of practice or guidelines or to assist in law enforcement purposes, investigations by police or other government or regulatory authorities in Hong Kong or elsewhere;
作出任何適用法律、規則、規例、實務守則或指引所要求的披露或協助在香港或香港以外其他地方的警方或其他政府或監管機構執法及進行調查;
10. conducting identity and/or credit checks and/or debt collection;
進行身份和/或信用核查和/或債務追收;
11. complying with the laws of any applicable jurisdiction;
遵守任何適用的司法管轄區的法律;
12. carrying out other services in connection with the operation of the Company's business; and
開展與本公司業務經營有關的其他服務;及
13. other purposes directly relating to any of the above.
與上述任何目的直接有關的其他目的。

Transfer of personal data: Personal data will be kept confidential but, subject to the provisions of any applicable law, may be provided to:

個人資料的轉移: 個人資料將予以保密,但在遵守任何適用法律條文的前提下,可提供給:

1. any of our affiliates, any person associated with the Company, any reinsurance company, claims investigation company, your broker, industry association or federation, fund management company or financial institution in Hong Kong or elsewhere and in this regard you consent to the transfer of your data outside of Hong Kong;
位於香港或香港以外其他地方的任何安盛關聯方、本公司的任何相關聯人士、任何再保險公司、索賠調查公司、閣下之保險經紀、行業協會或聯會、基金管理公司或金融機構,以及就此方面而言,閣下同意將閣下的資料轉移至香港境外;
2. any person (including private investigators) in connection with any claims made by or against or otherwise involving you in respect of any products/services provided by the Company and/or our affiliates;
與就本公司和/或安盛關聯方提供的任何產品/服務而由閣下或針對閣下提出的或者其他涉及閣下的任何索賠相關的任何人士(包括私家偵探);
3. any agent, contractor or third party who provides administrative, technology or other services to the Company and/or our affiliates in Hong Kong or elsewhere and who has a duty of confidentiality to the same;
在香港或香港以外其他地方向本公司和/或安盛關聯方提供行政、技術或其他服務並對個人資料負有保密義務的任何代理、承包商或第三方;
4. credit reference agencies or, in the event of default, debt collection agencies;
信貸資料機構或(在出現拖欠還款的情況下)追討欠款公司;
5. any actual or proposed assignee, transferee, participant or sub-participant of our rights or business; and
本公司權利或業務的任何實際或建議的承讓者、受讓方、參與者或次參與者;及
6. any government department or other appropriate governmental or regulatory authority in Hong Kong or elsewhere.
在香港或香港以外其他地方的任何政府部門或其他適當的政府或監管機關。

Transfer of your personal data will only be made for one or more of the Purposes specified above.

閣下的個人資料將僅為上文中規定的一個或多個有關目的而被轉移。

Access and correction of personal data: Under the PDPO, you have the right to ascertain whether the Company holds your personal data, to obtain a copy of the data, and to correct any data that is inaccurate. You may also request the Company to inform you of the type of personal data held by it.

個人資料的查閱和更正: 根據條例,閣下有權查明本公司是否持有閣下的個人資料,獲取該資料的副本,以及更正任何不準確的資料。閣下還可以要求本公司告知閣下本公司所持個人資料的種類。

Requests for access and correction or for information regarding policies and practices and kinds of data held by the Company should be addressed in writing to:

查閱和更正的要求,或有關獲取政策、常規及本公司所持的資料種類的資料,均應以書面形式發送至此:

Data Privacy Officer 個人資料保護主任

AXA China Region Insurance Company Limited 安盛金融有限公司

Employee Benefits - 10 - 11/F, Vertical Sq, 28 Heung Yip Road, Wong Chuk Hang, Hong Kong

僱員福利 - 香港黃竹坑香葉道 28 號嘉尚匯 10 至 11 字樓

A reasonable fee may be charged to offset the Company's administrative and actual costs incurred in complying with your data access requests.

本公司可能會向閣下收取合理的費用,以抵銷本公司為執行閣下的資料查閱要求而引致的行政和實際費用。

DECLARATION AND AUTHORISATION 聲明及授權

1. The applicant/policyholder declares and agrees

申請人/保單持有人聲明及同意:

a. all information that have been provided in connection with this application (whether contained in this form or otherwise) is complete and true, and together with all information received by the Company as to any subsequent changes in connection with this application shall form the basis and part of the contract;

就此投保申請所提供(不論是否載於此表格)之一切資料,均為事實之全部並正確無訛,貴公司所收取之一切資料及就此投保申請所有隨後所作之改變將成為訂立合約的基礎及合約的一部份;

b. it has obtained all necessary consent and authorisation from its employees and their dependents to supply their information and data to the Company by the applicant/policyholder itself and/or through its representative involved in this application otherwise if the applicant/policyholder fails to provide any such information requested, it may result in the Company's inability to process and deal with this application. The applicant/policyholder's employees and their dependents agree that these information and data can be used by the Company to carry on the Company's businesses;

已取得所有僱員及其家屬同意及授權,申請人/保單持有人可直接或透過參與本投保申請之其代表向貴公司提供有關資料;倘若申請人/保單持有人未能提供所須資料,貴公司可能因此不能處理此投保申請。申請人/保單持有人其僱員及其家屬均同意該等資料可供貴公司使用,致使貴公司之業務得以順利運作;

c. all its employees have confirmed that they have obtained all necessary consent and authorization from their dependents to supply their information and data to the Company and/or the representative of the Company.

所有僱員確認已向所有其受保家屬取得一切所需同意及授權,可向貴公司及/或其代表提供其有關資料。

2. A photocopy of this authorisation shall be valid as the original.

本授權書的影印本與正本均有同等效力。

3. I/We, the applicant/policyholder, ACKNOWLEDGE AND CONFIRM that I/we have read and understood the Personal Information Collection Statement ("PICS"). I/We confirm that I/we have been advised to read carefully the PICS, and I/we have read it carefully its effect and impact in respect of my/our personal data collected or held by the Company (whether contained in this application or otherwise). Based on the foregoing, I/we hereby give my/our acknowledgement and agree to the use and transfer of my/our personal data by the Company in accordance with the PICS.

本人/我們,申請人/保單持有人,確認本人/我們已閱讀並明白收集個人資料的聲明("聲明")。本人/我們確認本人/我們已被通知本人/我們須詳細閱讀該聲明,而本人/我們已詳細閱讀該聲明對貴公司所收集或持有之本人/我們的個人資料的影響(不論是否此表格所載或從其他途徑所取得)。根據以上所述,本人/我們特此確認並同意貴公司根據該聲明使用及轉移本人/我們的個人資料。

Authorised Signature with Company Chop

公司簽署及蓋印

Date

日期

In case of discrepancies between the English and Chinese versions, the English version shall prevail. 本表格之中英文本如有歧異,概以英文本為準。

AXA China Region Insurance Company Limited 安盛金融有限公司

Employee Benefits 10 - 11/F, Vertical Sq, 28 Heung Yip Road, Wong Chuk Hang, Hong Kong

僱員福利 香港黃竹坑香葉道 28 號嘉尚匯 10 至 11 字樓 Tel 電話 (852) 2519 1166 Fax 圖文傳真 (852) 2598 6502

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