

Group Medical Insurance Plan Member Change & Termination Form

團體醫療保險僱員資料更改及保障終止申報表格

Please tick the appropriate circle. 請✓適用之圓圈。

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 complete this form in ENGLISH and BLOCK LETTERS. 請以英文正楷大寫填寫。

1. Policyholder Information

Policyholder 公司名稱	Policy no. 保單編號
Affiliated company 附屬公司名稱	
Affiliated code 附屬公司編號	

2. ● Change Of Benefit Class/Department/Policyholder 福利等級之調整 / 僱員調往總公司或其他附屬公司之變動

Certificate no. 保險証編號	Employee name 僱員姓名		From 由	To 至	Effective date D/M/Y 生效日期 日 / 月 / 年
	Surname 姓	Given name 名			

3. ● Addition Of New Dependant(s) for Existing Employee 現有僱員之新增加家屬

Certificate no. 保險証編號	Name of employee 僱員姓名	Name of dependants 家屬姓名	HKID card no./ Passport no. of dependants	Birth date 出生日期	Marriage date 結婚日期	Relationship 關係	Sex 性別	Class 福利等級
			家屬之香港身份證號碼/護照號碼	D日/M月/Y年	D日/M月/Y年			

4. ● Termination Of Employee(s) 僱員保障終止

Certificate no. 保險証編號	Name of employee 僱員姓名	Birth date D/M/Y (Last day of coverage) 終止日期 日 / 月 / 年 (最後保障日期)	Remarks 備註

5. ● Change of Bank Account Details 銀行戶口號碼之更改

Certificate no. 保險証編號	Employee name 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 D/M/Y 生效日期 日 / 月 / 年

6. ● Change Of Email Address 電郵地址之更改

Certificate no. 保險証編號	Employee name 僱員姓名	New email address 現在電郵地址	Effective date D/M/Y 生效日期 日 / 月 / 年

7. ● Change Of Insured Member's Name 受保人姓名之更改

Certificate no. 保險証編號	Original name 原有姓名	New name 現在姓名		Effective date D/M/Y 生效日期 日 / 月 / 年
		Surname 姓	Given name 名	

8. ● Change Of Marital Status 婚姻狀況之更改

Certificate no. 保險証編號	Employee name 僱員姓名	Marriage/Divorced/Widowed 結婚 / 離婚 / 喪偶	Date of change D/M/Y 更改日期 日 / 月 / 年

9. 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：

- 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;
- it has obtained all necessary consent and authorisation from its employees and their dependants 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 dependants 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;
- all its employees have confirmed that they have obtained all necessary consent and authorisation from their dependants 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。

10. Notice to Customers relating to the Personal Data (Privacy) Ordinance ("Ordinance") 有關個人資料(私隱)條例(「私隱條例」)的客戶通知

I/We understand and agree the following issues about the arrangement of my/our personal information collected or held by Zurich Insurance Company Ltd.

本人/吾等明白並同意以下有關 Zurich Insurance Company Ltd (「本公司」) 處理所收集及保存本人/吾等之個人資料的安排。

1. The personal information of customers (include policyholders, insured members, beneficiaries, premium payors, trustees, policy assignees and claimants) collected or held by Zurich Insurance Company Ltd ("Company") may be used by the Company for the following **obligatory purposes** necessary in providing services to the customers (otherwise the Company is unable to provide services to customers who fail to provide the required information):

由 Zurich Insurance Company Ltd (「本公司」) 收集或持有的客戶 (包括保單持有人、受保人、受益人、保費付款人、信託人、保單受讓人及索償人) 個人資料, 均可供本公司使用作以下 **強制性用途**, 以便為客戶提供服務 (否則本公司將無法為未能提供所需資料的客戶提供服務):

- 1) to process, investigate (and assist others to investigate) and determine insurance applications, insurance claims and provide ongoing insurance services;
辦理、調查 (及協助他人調查) 和決定保險申請、保險索償及提供持續的保險服務;
- 2) to process requests for payment, and for direct debit authorization;
辦理付款要求及直接付款授權;
- 3) to manage any claim, action and/or proceedings brought against the customers, and to exercise the Company's rights as more particularly defined in applicable policy wording, including but not limited to the subrogation right;
處理任何對客戶的索償、訴訟及/或司法程序; 以及行使本公司的權利 (詳情見適用保單條款所定), 包括但不限於代位權;
- 4) to compile statistics or use for accounting and actuarial purposes;
編撰統計數字, 或作會計及精算用途;
- 5) to meet the disclosure requirements of any local or foreign law, regulations, codes or guidelines binding on the Company and/or its group ("Zurich Insurance Group") and conduct matching procedures where necessary;
符合對本公司及/或其所屬集團 (「蘇黎世保險集團」) 具約束力的任何本地或外國法例、規則、守則或指引的披露規定及如需要時進行核對程序;
- 6) to comply with the legitimate requests or orders of the courts of Hong Kong and regulators including but not limited to the Insurance Authority, Hong Kong Federation of Insurers, auditors, governmental bodies and government-related establishments;
遵循香港法院及監管機構作出的合法要求或指令, 包括但不限於保險業監理處、香港保險業聯會、核數師、政府組織和政府相關機構;
- 7) to collect debts;
債務追討;
- 8) to facilitate the Company's authorized service providers to provide services to the Company and/or the customers for the above purposes; and
便利本公司的認可服務供應商, 就上述目的為本公司及/或客戶提供服務; 及
- 9) to enable an actual or proposed assignee of the Company to evaluate the transaction intended to be the subject of the assignment.
使本公司的實際或建議承讓人能夠評核擬進行涉及有關轉讓的交易。

2. The Company may provide any personal information of customers to the following parties, within or outside of Hong Kong, for the **obligatory purposes**:-

本公司可就 **強制性用途**, 向以下於香港境內或境外的人士提供 **任何** 客戶個人資料:

- 1) companies within the Zurich Insurance Group, or any other company carrying on insurance or reinsurance related business, or an intermediary;
蘇黎世保險集團成員公司, 或任何進行保險或再保險相關業務的其他公司或中介人;
- 2) any agent, contractor or third party service provider who provides administrative, telecommunications, computer, payment or other services to the Zurich Insurance Group in connection with the operation of its business;
任何向蘇黎世保險集團提供行政、電訊、電腦、付款或其他與其業務運作有關的服務的代理人、承包商或第三方服務供應商;
- 3) third party service providers including legal advisors, accountants, investigators, loss adjusters, reinsurers, medical and rehabilitation consultants, surveyors, specialists, repairers, and data processors;
第三方服務供應商, 包括法律顧問、會計師、調查員、理賠師、再保公司、醫護及復康顧問、考察員、專家、維修人員、及資料處理者;
- 4) credit reference agencies, and, in the event of default, any debt collection agencies or companies carrying on claim or investigation services;
信貸諮詢機構, 而在客戶欠賬時, 任何債務追收代理或進行索償或調查服務的公司;
- 5) any person to whom the Zurich Insurance Group is under an obligation to make disclosure under the requirements of any law binding on the Zurich Insurance Group or any of its associated companies and for the purposes of any regulations, codes or guidelines issued by governmental, regulatory or other authorities with which the Zurich Insurance Group or any of its associated companies are expected to comply;
根據對蘇黎世保險集團或其任何關連機構具約束力的任何法例, 及就任何由政府、監管或其他機關所頒佈且蘇黎世保險集團或其任何關連機構預期須遵守的任何規則、守則或指引而言, 蘇黎世保險集團有責任向其作出披露的任何人士;
- 6) any person pursuant to any order of a court of competent jurisdiction; and
根據主管司法權區的法院的任何頒令的任何人士; 及
- 7) any actual or proposed assignee of the Zurich Insurance Group or transferee of the Zurich Insurance Group's rights in respect of the policyholders;
蘇黎世保險集團的任何實際或建議承讓人或蘇黎世保險集團對保單持有人的權利的受讓人。

3. All customers have the right to access to, correct, or change any of their own personal information held by the Company by request in writing to the Company's Personal Data Privacy Officer at the address below.

所有客戶均有權以書面向本公司之個人資料私隱主任 (地址如下) 要求查閱、修正及/或更改由本公司所持有與其本身的任何個人資料。

Personal Data Privacy Officer	個人資料私隱主任
26/F, One Island East	香港港島東華蘭路 18 號
18 Westlands Road	港島東中心 26 樓
Island East	
Hong Kong	

4. In accordance with the Ordinance, the Company has the right to charge a reasonable fee for processing any data access request.


根據私隱條例, 本公司有權收取合理費用, 藉以處理任何資料的查閱要求。

5. In the event of any discrepancy or inconsistencies between the English and Chinese versions of this notice, the English version shall prevail.

本通知的中英文版本如有任何歧異或不一致, 概以英文版為準。

I/We confirm that all information provided by me/us in this form is true, correct and accurate. I/We further confirm my/our agreement to all sections in this form, including without limitation, the above Declaration and the Notice to Customers relating to the Personal Data (Privacy) Ordinance ("Ordinance").

本人/吾等確認由本人/吾等於此表格提供之所有資料均為事實正確無誤。本人/吾等更確認同意本表格內之所有部分, 包括但不限於上列之聲明細則及有關個人資料(私隱)條例(「私隱條例」)的客戶通知。

	Authorized signature with company chop 公司簽署及蓋印				
		Date :	D	M	Y

Important Notes 重要事項

This product is underwritten by Zurich Insurance Company Ltd ("Zurich"). Zurich has appointed Parkway HealthCare (Hong Kong) Limited ("Parkway") to provide plan administration and claims handling under your policy. Zurich is authorised and regulated by the Office of the Commissioner of Insurance to carry out general insurance business in the Hong Kong Special Administrative Region.

In the event of any inconsistency between the English version and the Chinese version, the English version shall prevail.

本產品的承保人為蘇黎世保險有限公司(「蘇黎世」), 而蘇黎世委任 Parkway HealthCare (Hong Kong) Limited ("Parkway") 為您提供計劃管理以及處理索償申請。蘇黎世已獲香港保險業監理處授權及受其監管於香港特別行政區經營一般保險業務。

如中英文版本的條款有任何分歧, 以英文版本為準。

Zurich Insurance Company Ltd (a company incorporated in Switzerland)

蘇黎世保險有限公司 (於瑞士註冊成立之公司)

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