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Group Insurance Member Addition / Termination / Change Form
團體保險新增 / 終止成員 / 資料更改表

Name of Employer 僱主名稱： _____ Group Medical Policy / Life Policy No. 團體醫療保單 / 人壽保單編號： _____

Note 備註：

1 Employees and their Spouse must between age 18 to 64 inclusive on Commencement Date of Employee's Coverage. Child must between 15 days to age 17 inclusive. If a child is aged 18 or above, please attach a valid student proof accepted by the Company. 該僱員保障開始日期起計，所有僱員及其配偶之年齡必須介乎18-64歲，而其子女之年齡必須介乎15天-17歲。如子女年滿18歲或以上，請向本公司提供有效的在學證明。

2 Dependent's information should be put immediately following the relevant Employee. Please make more copies of this form for completion if space is insufficient. 家屬的資料必須於有關僱員之下一行填寫。如表格不足填寫，請預先影印以便填寫。

3 Employee Bank Account Number will be used for the whole family for medical benefit reimbursement. 僱員所提供之銀行戶口號碼將用作僱員及其家屬之醫療賠償用途。

4 A maximum of one month backdating is allowed from receipt date of this request. 生效日期最多可追溯至收到此表格前1個月。

5 Settlement advice will be sent via Email or SMS, if the information is provided. 如提供有關資料，賠償通知書將以電郵或短訊途徑傳送。

6 Please return the completed form to us via eb.administration@prudential.com.hk. 填寫後，請將此表格電郵到eb.administration@prudential.com.hk。

Please complete in ENGLISH BLOCK LETTER 請用英文正楷填寫

Part 1. Addition of Employee(s) & Dependent(s) 新增僱員及其家屬												
Employee Name / Dependent Name (Same as HKID Card / Passport / Birth Certificate) 僱員 / 家屬姓名 (按香港身份證 / 護照 / 出生證明書)	Status 身份 E=Employee 僱員 S=Spouse 配偶 C=Child 子女	Option / Plan No. 選擇 / 計劃號碼		HKID Card / Passport / Birth Certificate 香港身份證 / 護照 / 出生證明書號碼	Sex 性別 M = 男 F = 女	Date of Birth 出生日期 DD/MM/YY 日/月/年	Marital Status 婚姻狀況 M = 已婚 S = 未婚	Date of Employment 入職日期 DD/MM/YY 日/月/年	Commencement Date of Employee's Coverage 僱員保障 開始日期 DD/MM/YY 日/月/年	LIFE POLICY ONLY 只適用於人壽保單	MEDICAL POLICY ONLY 只適用於醫療保單	Note 5 Employee Email Address & Mobile No. 僱員電郵地址及手提電話號碼
		Monthly Salary 月薪	Group Medical Benefit Reimbursement Bank Account No. 團體醫療賠償銀行戶口號碼							Bank No. - Branch No. - Account No. 銀行編號 - 分行編號 - 戶口號碼		

Part 2. Addition of Dependent(s) 新增家屬									
Employee Name 僱員姓名	Membership No. / HKID Card No. 會員號碼 / 香港身份證號碼	Dependent Name 家屬姓名 (same as HKID Card / Passport / Birth Certificate) (按香港身份證 / 護照 / 出生證明書)	Dependent HKID Card / Passport / Birth Certificate 家屬香港身份證 / 護照 / 出生證明書號碼	Sex 性別 M = 男 F = 女	Relationship 關係 (S=Spouse / C=Child) (S=配偶 / C=子女)	Date of Birth 出生日期	Option / Plan No. 選擇 / 計劃號碼		Commencement Date of Dependent's Coverage 家屬保障開始日期
						DD/MM/YY 日/月/年	Medical 醫療	Life 人壽	

Part 3. Termination of Coverage 終止保障						
Please return the group medical Insurance membership card for terminated Member in order to get refund of unearned Premium, if any. 請交還終止保障的會員之團體醫療保險會員咭 以便退回未用之保費（如有）。						
Member Name 會員姓名 (same as HKID Card / Passport / Birth Certificate) (按香港身份證 / 護照 / 出生證明書)	Membership No. / HKID Card No. 會員號碼 / 香港身份證號碼	Termination Date (Last day of coverage) (DD/MM/YY) 終止日期 (最後保障日) (日/月/年)		Member Name 會員姓名 (same as HKID Card / Passport / Birth Certificate) (按香港身份證 / 護照 / 出生證明書)	Membership No. / HKID Card No. 會員號碼 / 香港身份證號碼	Termination Date (Last day of coverage) (DD/MM/YY) 終止日期 (最後受保日) (日/月/年)

Part 4. Other Changes 其他更改								
Member Information 會員資料		Change of Name 更改姓名	Change of Group Medical Benefit Reimbursement Bank Account No. 更改團體醫療賠償銀行戶口號碼	Change of Benefits 更改保障			Change of Employee Email Address / Mobile No. 更改僱員電郵地址 / 手提電話號碼	
Member Name 會員姓名 (same as HKID Card / Passport / Birth Certificate) (按香港身份證 / 護照 / 出生證明書)	Membership No. / HKID No. 會員編號 / 香港身份證號碼	New Name 新姓名 (same as HKID Card / Passport / Birth Certificate) (按香港身份證 / 護照 / 出生證明書)	Bank No. - Branch No. - Account No. 銀行編號－分行編號－戶口號碼	New Option / Plan No. 新選擇 / 計劃號碼	New Monthly Salary 調整後月薪 HKD港幣 / USD美金	New Subsidiary 新附屬公司	Commencement Date (DD/MM/YY) 開始日期 (日/月/年)	New Email Address/Mobile No. 新電郵地址 / 手提電話號碼

Remarks 備註：

Collection of Levy by the Insurance Authority ("IA") - From 1 January 2018 onwards, a levy on insurance premiums for insurance policies will be payable to IA by policy holders. IA will collect the levy from policy holders through insurance companies. The amount of the levy may be subject to change depending on the applicable levy rate, which shall be determined by reference to the date on which the policy is issued. Policy holder shall commit an offence and be liable to a fine of HK\$10,000 for failure to timely pay the levy. Levy must be paid when the premium is payable. To avoid any doubt, premium is due on the date which the policy is issued.

保險業監管局（「保監局」）收取的徵費 - 由2018年1月1日起，保單持有人必須向保監局繳付保單之保費徵費。保監局將透過保險公司向保單持有人收取徵費，徵費金額可能會因繕發保單當日的適用徵費比率而有所變更。如保單持有人未能依時繳交徵費，即屬違法，可被罰款港幣一萬元。徵費需於繳交保費時同時繳交。為免任何疑問，保費應於繕發保單之日到期繳交。

Declaration 聲明

I / We hereby declare and agree on behalf of the company and associated company participating (if applicable) of the applicant that:
本人 / 吾等現聲明及代表申請人公司及參與的相關公司（如適用）同意：

- PRUChoice Group Medical Insurance is underwritten by Prudential General Insurance Hong Kong Limited.
保誠精選「團體醫療寶」是由保誠財險有限公司批核及承保。
- PRUChoice Group Life Assurance Insurance is underwritten by Prudential Hong Kong Limited.
保誠精選「團體人壽寶」是由保誠保險有限公司批核及承保。
- shall inform all members to be covered by the relevant insurance before the required personal information is supplied to Prudential Hong Kong Limited and Prudential General Insurance Hong Kong Limited ("Prudential") and Prudential shall not bear any responsibility if members are not informed beforehand.
在遞交所需要之個人資料予保誠保險有限公司及保誠財險有限公司（“保誠”）前，須就有關保險通知所有成員。保誠不會就會員未被通知的情況下而負上任何責任。
- all eligible employees registered above have completed the probationary period of active and continuous employment, are full-time permanent staff working in Hong Kong.
以上列出均為本公司的合資格僱員，並已於參加本保險前正常工作及滿試用期，及為長期聘用及於香港工作的全職僱員。

Personal Information Collection Statement (“PICS”) 收集個人資料聲明

Prudential General Insurance Hong Kong Limited (referred to as “**Company**”, “**our**”, “**we**”, or “**us**”) take the privacy and protection of your personal information seriously. We collect personal information from you that is necessary or helpful for us to either provide you with the product or service you have requested or to comply with statutory or contractual requirements (including the purposes mentioned below), or even for security purpose. We may collect personal information including, but not limited to, full name, address, contact details, contact details history, date of birth, gender, nationality, family members, beneficiaries, identity card copy and details, travel document information, health/ medical records, credit information, product history, claims history, biometric data including but not limited to your voice pattern, fingerprint and facial images, your location information based on your device, financial and medical information (“**Personal Information**”) to provide you with the insurance or financial products or services. “Personal information” shall also include, but not be limited to, the personal information relating to your beneficiaries (or any other person designated or entitled to receive any benefits under an insurance policy), dependents, authorised representatives, company staff, and other individuals in relation to which you have provided personal information. If you provide personal information about another person to us, you confirm that you are either their parent or guardian or you have obtained that person’s consent to provide such personal information for use and transfer by the Company for the purposes set out in this PICS. We may also collect Personal Information about you from third parties such as other insurance companies, agents, credit reference/ reporting agencies, vendors, financial institutions, fraud prevention agencies, medical personnel, courts or public record.

保誠財險有限公司（簡稱「**本公司**」或「**我們**」）認真對待閣下個人資料的私隱及保護。為使我們可以向閣下提供閣下要求的产品或服務，或為遵守法定及合約要求，我們會向閣下收集必要或有幫助的個人資料。為向閣下提供保險或金融產品或服務，遵守法定或合同要求（以下概述的其他目的），及保安目的，我們可能會向閣下收集個人資料，包括但不限於全名、地址、聯絡資料、過往聯絡資料、出生日期、性別、國籍、家庭成員、受益人、身分證副本及資料、旅遊證件資料、健康/ 醫療紀錄、信貸資料、過往產品紀錄、過往索償紀錄、生物辨識資料，包括但不限於閣下的聲音模式、指紋及面部圖像、基於閣下的流動或其他電子裝置收集閣下的位置資料、財務及醫療資料（「**個人資料**」）。「個人資料」將包括但不限於與有關以下人士的個人資料：閣下的受益人（或任何其他根據保單被指定或有權獲得任何利益的人）、收養人、授權代表、公司職員和閣下曾提供其個人資料的其他人士。如閣下向我們提供其他人士的個人資料，即表示閣下確認閣下是該人的父母或監護人或閣下已取得該人士的同意以提供個人資料供本公司按此收集個人資料聲明的目的使用和轉移。我們亦可能會從第三方，如其他保險公司、代理、信貸資料服務/ 報告機構、供應商、金融機構、防欺詐機構、政府機構、醫務人員、法院或公開紀錄，收集關於閣下的個人資料。

China Personal Information Protection Law (PIPL) 《中華人民共和國個人信息保護法》

The PIPL Addendum supplements the Personal Information Collection Statement and applies to you if you are located in Mainland China. The PIPL Addendum is available on our website at <https://www.prudential.com.hk/en/china-personal-information-protection-law/> 中國內地補充內容是對本個人信息收集聲明的補充，如果您在中國內地則適用此補充內容。您可在本網站 <https://www.prudential.com.hk/tc/china-personal-information-protection-law/> 查閱中國內地補充內容。

1. Purpose of Collection 收集資料之目的

We may use your Personal Information for the following purposes: (a) the administration of our products and services, including to provide any relevant services as discussed with you prior to any purchase of a product or service; (b) to process your application; (c) to administer and process insurance policies, insurance claims, medical, security and underwriting checks; (d) to process payment instructions; (e) to verify your eligibility for insurance, financial or wealth management products and services; (f) to design and provide you with insurance, financial and related products and services; (g) to communicate with you; (h) to comply with any regulatory or other legal requirements or other internal business requirements (whether imposed on us or any third parties in Section 2 below), including but not limited to anti-money laundering and Know-Your-Client obligations; (i) to investigate and settle claims and detect and prevent fraud (whether or not relating to the policy issued in respect of this application) and/ or other illegal activity, or security or technical issues; (j) to carry out checks using agencies including credit reference agencies, tracing companies or publicly available information; (k) to provide customer services; (l) to perform automated decision-making or profiling; (m) to perform a policy review or needs analysis; (n) to conduct research and statistical analysis (including use of new technologies); (o) to administer lucky draws and other contests; (p) to enable us to perform our obligations to you; (q) to keep your information on record and carry out other internal business administration; (r) with your specific consent where required for direct marketing as explained in Section 3 below, personalise and tailor, customised promotions, messages and suggestions to you; and (s) any other purpose directly relating to any of the above purposes. With your consent, we may also use your personal data to send you marketing communications, as described in Section 3 below.

Some of the purposes above are necessary to allow us to perform our contractual obligations to you and to enable us to comply with applicable laws and regulation. We may also use and share your Personal Information for the purposes described above to improve our products and services. Your Personal Information will be stored either for as long as you (or your joint policyholder) are our customer, or longer if required by law or as is otherwise necessary.

我們可能會使用閣下的個人資料作下列目的：(a)管理我們的產品和服務，包括在購買產品或服務之前提供已與閣下討論的任何相關服務；(b)處理閣下的申請；(c)管理和處理保單、保險索償、醫療、抵押和承保檢查；(d)處理付款指示；(e)核實閣下申請保險、金融或財富管理產品及服務的資格；(f)設計及為閣下提供保險、金融及相關的產品和服務；(g)與閣下進行通訊；(h)遵守任何監管或其他法律規定或其他內部業務規定（不論是向我們或下述第2部分所列的任何第三方實施），包括但不限於打擊洗錢和認識你的客戶（KYC）義務；(i)就索償進行調查及和解，以及偵查及防止欺詐（不論是否有關就本申請簽發的保單）及/ 或其他非法行為或安全/ 技術問題；(j)使用代理機構（包括信貸資料服務機構）、追蹤公司或公開可得資料以執行核查；(k)提供客戶服務；(l)執行自動決策或資料剖析；(m)進行保單審查或需求分析；(n)進行研究和統計分析（包括使用新科技）；(o)進行管理幸運抽獎和其他比賽；(p)使我們能夠履行對閣下的義務；(q)保持閣下的資料記錄並執行其他內部業務管理；(r)為直接市場推廣需要並在有需要時經閣下的特定同意下，如以下第3部分所述，為閣下量身訂製個性化的促銷、消息和建議；及(s)與上述任何目的直接相關的任何其他目的。經閣下同意，我們亦可能會按照以下述第3部分所列使用閣下的個人資料以向閣下發出促銷通訊。

為履行對閣下的合約責任及至使我們能夠遵守適用法律及法規，上述部分目的屬必要的。我們亦可能會為上述所列的目的使用及分享閣下的個人資料以改善我們的產品及服務。只要閣下（或閣下的聯名保單持有人）仍為我們的客戶，我們將一直保存閣下的個人資料，或如法律有所規定或因其他原因而為必要，我們則將其保存更長時間。

2. Classes of Transferees 被資料轉交者的類別

We may disclose your Personal Information to the group of companies including the Company and those of other entities whose ultimate parent company is Prudential plc including but not limited to Prudential General Insurance Hong Kong Limited (“**companies within the Prudential Group**”) and their respective insurance agents, and to our financial/ medical/ wellness/ health business partners. We may also disclose your Personal Information to the following third parties (within or outside Hong Kong) for the purposes outlined at Section 1 above: (a) insurance agents; (b) insurance brokers; (c) re-insurance companies; (d) claims investigation companies; (e) organisations that consolidate claims and underwriting information for the insurance industry, fraud prevention organisations, other insurance companies (whether directly or through fraud prevention organisations or other persons named in this paragraph) and databases or registers (and their operators) used by the insurance industry to analyse and check information provided against existing information; (f) third party service providers who provide administrative, telecommunications, computer, information technology, data processing and storage, customer satisfaction analysis, payment, printing, redemption or other services to us to enable us to operate our business (including without limitation other insurers, lawyers, bankers, accountants, professional advisors, financial institutions and trustees, auditors, IT service and platform providers, insurance intermediaries, investment managers, agents, pension trustees (and other stakeholders), scheme advisors, introducers, and selected third party financial and insurance product providers); (g) industry associations and federations; (h) medical bill review companies; (i) your joint policy or investment holder; (j) researchers; (k) credit reference agencies; (l) debt collection agencies; (m) partnering financial institutions and partnerships; and (n) financial crime prevention agencies, any legal, regulatory, law enforcement or government bodies and the courts. We may also disclose your Personal Information to an actual or proposed assignee or participant in connection with a transaction with another company which affects the control, governance, structure and/ or management of all or a substantial part of our business, or if required to satisfy applicable legal or regulatory requirements. With your consent, we may also disclose your personal data to third parties to allow them to send you marketing communications, as described below.

我們可能會向該公司集團，包括本公司以及其他母公司為保誠集團成員的實體包括但不限於保誠財險有限公司（「**保誠集團內的公司**」）及他們各自的保險代理，及我們的金融/ 醫療/ 保健/ 健康業務夥伴，透露閣下的個人資料。為達到上述第一部分所列明之目的，我們亦可能會向下列第三方（在香港境內或境外）透露閣下的個人資料：(a)保險代理；(b)保險經紀；(c)再保險公司；(d)索償調查公司；(e)為保險業整合索償及承保資料的組織、防欺詐組織、其他保險公司（不論直接或透過防欺詐組織或本段指名的其他人士），及保險業用作分析及核查現有資料與及後提供的資料而使用的數據庫或登記冊（及其營運商）；(f)提供行政、電訊、電腦、信息技術、數據處理及儲存、客戶滿意度分析、付款、印刷、贖回或其他服務以令我們的業務可以運作的第三方服務供應商（包括但不限於其他保險公司、律師、銀行家、會計師、專業顧問、金融機構及受託人、審計師、IT服務及平台供應商、保險中介、投資經理、代理、退休金受託人(及其他持份者)、計劃顧問、介紹人及選定的第三方金融和保險產品供應商）；(g)行業協會及聯會；(h)醫療賬單審查公司；(i)閣下的聯名保單或投資持有人；(j)研究人員；(k)信貸資料服務機構；(l)收賬代理；(m)夥伴金融機構及合作夥伴；及(n)預防金融罪案機構、任何法律、監管和執法機構或政府機構及法院。在有關影響到我們全部或重大部分業務的控制權、治理、結構及/ 或管理的與另一公司的交易時，或在必須符合適用的法律或監管要求下，我們亦可能會透露閣下的個人資料予該等的實在或擬議受讓人或參與人。經閣下同意，我們亦會向第三方透露閣下的個人資料以讓該等第三方向閣下發出促銷通訊（如下文所述）。

3. Use and Transfer of Personal Data for Direct Marketing Purposes 使用及轉移個人資料作直接促銷用途

With your consent, we intend to use your name and contact details for promotional and marketing purpose including sending marketing communications and conducting direct marketing to you by electronic and non-electronic means including by post, in relation to the following products, services and subjects, and we require your consent in order to do so: insurance; annuities; retirement schemes; pensions; wealth and financial management; estate management; investment; financial; medical/ wellness/ health related products, reward/loyalty programme services and subjects (“**Classes of Marketing Subjects**”).

We also intend to transfer your name and contact details to our insurance agents, other companies within the Prudential Group and their respective insurance agents, our Business Partners, and our Marketing Partners, to enable them to market any of the Classes of Marketing Subjects to you, and your written consent is required in order for us to do so. We may provide your personal data to such transferees for gain.

If you change your mind, and/ or you would like to opt-out of receiving direct marketing, you can advise our Data Protection Officer at service@prudential.com.hk.

經閣下的同意，我們擬使用閣下的姓名和聯絡資料，用於宣傳和市場推廣用途，包括通過電子和非電子方式（包括郵寄）向閣下發送市場推廣通訊和進行直接促銷，就以下產品、服務和目的，我們需要閣下的同意才可以這樣做：保險；年金；退休計劃；退休金；財富和財務管理；遺產管理；投資；金融；醫療/ 保健/ 健康相關產品；獎賞/ 優惠計劃服務及目的（「**促銷標的類別**」）。

我們亦擬將閣下的姓名和聯絡資料轉移給我們的保險代理人、保誠集團內的其他公司及其保險代理人、我們的業務合作夥伴和營銷合作夥伴，以使他們能夠向閣下推銷任何促銷標的類別，並且需要閣下的書面同意才能這樣做。 我們可能因向此類受讓人提供閣下的個人資料而獲得利益。

如閣下改變主意，及/ 或閣下想選擇不接受直接市場推廣，可以與我們的資料保護主任聯絡（service@prudential.com.hk）。

4. Consequence of failing to provide Personal Information 未能提供個人資料的影響

Unless otherwise specified by us, it is mandatory for you to provide the Personal Information requested by us. If you do not provide such Personal Information, we may not be able to provide you the product or service that you've requested.

除非我們另有規定，否則閣下必須提供我們要求的個人資料。若閣下未提供有關個人資料，我們可能無法為閣下提供所要求的產品或服務。

5. Access and Correction Rights 查閱和更正的權利

Under the Personal Data (Privacy) Ordinance (the “**Ordinance**”), you have the right to request access to and correction of any Personal Information that you provide to us. If want to exercise your rights, or if you require any other information, you can advise our Data Protection Officer at service@prudential.com.hk or contact us using the details on “Contact Us” section of the Company website (<https://www.prudential.com.hk/scws/pages/en/contact-us/contact-us-home/index.html>) or our Privacy Notice.

If you move/ moved to a European Union (“**EU**”) jurisdiction, we may be required to provide you with further information, and you may have additional rights, under the EU General Data Protection Regulation. This information and these rights are set out in the Privacy Notice on our Company website.

We update our Privacy Notice from time to time. We encourage you to familiarise yourself with the Privacy Notice on our Company website. The Privacy Notice is available on our Company website at <https://www.prudential.com.hk/scws/pages/en/privacy-policy/index.html>. By completing and progressing with this form, you confirm that you have read and understood this PICS.

Business Partners means our service providers who provide administrative, telecommunications, computer, information technology, data processing and storage, customer satisfaction analysis, payment, printing, redemption or other services to us to enable us to operate our business, accountants, auditors, IT service and platform providers, insurance intermediaries, reinsurers, investment managers, agents, pension trustees (and other stakeholders), scheme advisors, introducers, selected third party financial and insurance product providers, and our legal advisers.

Marketing Partners means our service providers who provide administrative, telecommunications, computer, payment, printing, third-party rewards/ loyalty/ privileges programs, medical/ health/ wellness related products, redemption or other services to us to enable us to operate our business, insurance intermediaries, pension trustees (and other stakeholders), scheme advisors, introducers and selected third party financial and insurance product providers.

根據《個人資料（私隱）條例》（「**條例**」），閣下有權要求查閱及更正任何閣下提供給我們的個人資料。閣下如欲行使閣下的權利，或如閣下需要任何其他資料，請聯絡我們，閣下可以發送電郵至service@prudential.com.hk或使用本公司網站(<https://www.prudential.com.hk/scws/pages/tc/contact-us/contact-us-home/index.html>)或我們的私隱通知中「聯絡我們」部分所列的資料與我們的資料保護主任聯絡。

如閣下搬遷/ 已搬遷至歐洲聯盟（「**歐盟**」）司法管轄區，我們可能需要向閣下提供進一步資料，且閣下可能在歐盟《通用數據保障條例》下享有額外權利。此類資料及此等權利均載於本公司網站上的私隱通知中。

我們會不時更新我們的私隱通知，並建議閣下瀏覽本公司網站以了解該私隱通知。該私隱通知可在本公司網站〔<https://www.prudential.com.hk/scws/pages/tc/privacy-policy/index.html>〕上查閱。閣下填妥並繼續提交本表格，即表示閣下確認已閱讀並理解本收集個人資料聲明。

業務合作夥伴指我們的服務供應商、提供行政、電信、電腦、信息技術、數據處理及儲存、客戶滿意度分析、支付、印刷、贖回或其他服務予我們，以使我們能夠經營我們業務，會計師、審計師、IT服務和平台供應商、保險中介機構、再保險承保人、投資經理、代理、退休金受託人（和其他持分者）、計劃顧問、介紹人、核准的第三方金融和保險產品供應商以及我們的法律顧問。

營銷合作夥伴指我們的服務供應商提供行政、電信、電腦、支付、印刷、第三方獎賞/ 會員/ 優惠計劃、醫療/ 健康/ 保健相關產品、贖回或其他服務，以使我們能夠經營我們業務、保險中介、退休金受託人（和其他持分者）、計劃顧問、介紹人和核准的第三方金融和保險產品供應商。