



22/F One Island East, Taikoo Place, 18 Westlands Road, Quarry Bay, Hong Kong.
 香港鰂魚涌太古坊華蘭路 18 號港島東中心 22 樓
 Facsimile 傳真 2917 6226
 Email 電郵 hkgi@awac.com

POLICY AMENDMENT APPLICATION FORM 保單更改申請表

To: Allied World Assurance Company, Ltd 世聯保險有限公司

Policy No. 保單號碼: _____ Insured Name 投保人姓名: _____

Contact No. 聯絡電話: _____ Fax No. 傳真號碼: _____ Email 電郵: _____

Effective Date of Required Amendment 更改項目生效日期: _____

Details of Amendment Required 所需更改資料

<input type="checkbox"/> Amend Insured Name 更正投保人姓名	<input type="checkbox"/> Amend Period of Insurance 更改保單承保期
<input type="checkbox"/> Amend Postal Address 更改通訊地址	<input type="checkbox"/> Amend Sum Insured 更改投保額
<input type="checkbox"/> Amend Insured Location 更改投保地址 Gross Floor Area 建築面積: Year of Built 落成年份: Address 地址:	
<input type="checkbox"/> Amend Insured Domestic Helper 更改投保家傭 [#] Name 姓名: Date of Birth 出生日期: HKID No 香港身份證號碼 / Passport No. 護照號碼: Position 職位: <input type="checkbox"/> Domestic Helper 家傭 <input type="checkbox"/> Gardener 園丁 <input type="checkbox"/> Chauffeur 司機 <input type="checkbox"/> Others (Please specify) 其他 (請註明) _____ <input type="checkbox"/> Amend Insurance Plan 更改所選保障計劃 [#] Change to 更改為 <input type="checkbox"/> 計劃 Plan I <input type="checkbox"/> 計劃 Plan II <input type="checkbox"/> 計劃 Plan III If domestic helper insured with Plan II or III* (applicable to Domestic Helper Insurance) or Plan B (applicable to Home Protector), please complete the following about the health condition of new domestic helper? 如已投保計劃 II 或 III* (適用於家傭保險) 或 計劃 B (適用於家居保), 請填寫有關您家傭的健康狀況: 1. Is he/she receiving or contemplating any medical attention or surgical treatment or taking any medicine? 他/她是否正在接受或打算接受任何醫療護理或手術或服食任何藥物? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 2. Has he/she ever been rejected or subject to special terms and conditions when applying for accident or medical insurance? 他/她曾否被拒投保意外或醫療保險, 或需附加特別項目或條件才受保? <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 <small>[#]15-day waiting period is applicable under Surgical & Hospitalisation Expenses, Out-patient Benefits and Dental Expenses. 外科手術、住院費用、門診保障及牙科費用等候期為15日</small> If any of the above answer is "Yes", please give details. 如以上任何一項答案為"是", 請詳細說明。 *Please enclose domestic helpers' passport copy with the passport signature specimen. 請附上家傭護照副本及簽署式樣。	
<input type="checkbox"/> Others (Please give details) 其他事項 (請在此詳述)	

Any amendment on the policy will not be automatically accepted by Allied World Assurance Company, Ltd ("the company"). In case that the Company accepts the amendment, respective endorsement will then be issued. 任何保單上更改項目, 需由 Allied World Assurance Company, Ltd 世聯保險有限公司("本公司")個別審核評保。如本公司接受有關更改將會以批單形式通知投保人。

Signature of Policyholder 保單持有人簽署

Date 日期

Personal Information Collection Statement

Purpose of Collection

Allied World Assurance Company, Ltd (“Allied World”) may collect and use your personal data to enable it to carry on its insurance business and to serve the purposes of:

- Processing your insurance application;
- Arranging a contract of insurance with you and administering the policy issued;
- Claims handling, investigation and analysis;
- Designing products and/or services for customers;
- Promoting, improving and furthering the provision of products and/or services by Allied World and its group companies; and
- Complying with any legal or regulatory requirements applicable to Allied World.

In general it is voluntary for you to provide Allied World with your personal data. However, if you do not provide sufficient information, Allied World may not be able to provide insurance services to you.

Transferee

Data held by Allied World relating to you will be kept confidential but Allied World may, for the purposes set out above, transfer your personal data to:

- Allied World's group companies;
- Reinsurers;
- intermediaries including insurance brokers and insurance agents;
- claims investigators, loss adjusters and other professional advisors;
- Allied World's other appointed service providers, including for the following services: telecommunications, information technology, administration, data processing, payment processing, emergency assistance, legal, and medical;
- any insurance industry association or federation and their respective members; and
- any other person necessary to comply with applicable legal or regulatory requirements, or orders of competent authorities, in each case both within and outside of the Hong Kong Special Administrative Region.

Marketing and Promotion

Treating you as a valued customer, Allied World and its group companies may use the personal data, including name and contact details, collected from you for the purposes of direct marketing of Allied World and its group companies' general insurance products, services or offers and for sending you the promotional materials or updates of such products, services or offers when they become available. Allied World may not use your personal data for direct marketing if you have indicated objection to such use. You may also, at any time, request Allied World to cease the use of your personal data for direct marketing purposes, by informing Allied World's Compliance Officer at the contacts set out below.

Access Requests and Corrections

You have the right to obtain access to and to request correction of any personal information concerning yourself held by Allied World. Requests can be made to the Compliance Officer of Allied World Assurance Company, Ltd, by mail to 22/F One Island East, Taikoo Place, 18 Westlands Road, Quarry Bay, Hong Kong or fax to +852 2968 5111, or email to hkcompliance@awac.com.

個人資料收集聲明

資料收集目的

Allied World Assurance Company, Ltd 世聯保險有限公司(「本公司」)可能收集並使用閣下的個人資料，作為營運其保險業務及下列目的之用：

- 處理閣下的保險申請；
- 安排保險合約及管理已發出的保單；
- 索償處理、調查及分析；
- 為客戶設計產品或服務；
- 推廣、改善及進一步提供本公司及其集團公司的產品、服務；及
- 遵守適用於本公司的法律或規則要求。

一般而言，閣下向本公司提供個人資料屬自願性質。如閣下未能給予足夠的資料，本公司可能無法提供所需保險服務。

資料轉移

- 本公司持有的客戶資料將予保密，但本公司可能會把閣下的個人資料提供給下列各方作上述用途：
- 本公司的集團公司；
- 再保險公司；
- 中介人包括保險代理人及保險經紀；
- 索償調查者、公證行及其他專業顧問；
- 本公司其他指定服務提供者，提供包括以下服務：電訊、資訊科技、行政、數據處理、付款處理、緊急援助、法律及醫療；
- 任何保險業組織或聯會及其成員；及
- 任何必要人士以符合任何相關的法律或規則要求，或監管機構之命令，

以上各項適用於香港特別行政區境內及境外。

市場推廣

貴為本公司的重要客戶，本公司及其集團公司可能會透過閣下所提供的個人資料如姓名及聯絡方法，向閣下推廣本公司及其集團公司的一般保險產品、服務或優惠，及為閣下提供該等產品、服務或優惠的市場推廣資料和最新消息。

如閣下已表示不願接收任何市場推廣資料和最新消息，本公司將不會使用閣下的個人資料作直接推廣用途。閣下亦可隨時要求本公司停止使用閣下的個人資料作直接推廣用途。屆時請按照下述聯絡方式通知本公司的條例事務主任。

資料查閱要求及更改

閣下有權要求查閱及更改本公司所持有的任何有關您之個人資料。有關申請可循下列途徑向本公司之條例事務主任提出：香港鰂魚涌太古坊華蘭路 18 號港島東中心 22 樓，或傳真至+852 2968 5111，或電郵至 hkcompliance@awac.com。