

Change of premium and levy[^] payment account number

Effective date

更改繳付保費及徵費[^]戶口號碼

生效日期

New premium and levy[^] payment account number 繳付保費及徵費[^]新戶口號碼

Account number with HSBC 滙豐賬戶號碼 _____

Please specify the type of account if you are paying via your BusinessVantage account.
如透過商業理財戶口繳付保費及徵費[^]，請註明支賬戶口類別。

Saving 儲蓄

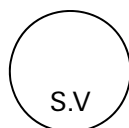
Current 往來

ID Type* Delete if inappropriate 身份證明文件類別* 請刪去不適用者

HKID* / Business Registration* / Passport* / Certificate of Incorporation* / Others*

香港身份證* / 商業登記證* / 護照* / 公司註冊證明書* / 其他*

ID Number 文件編號: _____



Authorised signature(s) and company chop 授權簽署及蓋章

_____ Date signed 簽署日期

Change of insured business premises (for OfficeSurance/RetailerSurance)

Effective date

更改受保辦公室或商舖地址

生效日期

(辦公室萬全保/零售萬全保適用)

New insured address (in block letters) 新受保地址(請用英文正楷填寫)

Telephone number (if different) 電話號碼 (若不同) _____

Business fax number 公司傳真號碼 _____

E-mail address 電郵地址 _____

Concrete throughout construction

Yes 有

No 沒有

(ie. without any extension of metal or asbestos cement sheeting etc ...)

全層石屎建築 (即無鋅鐵石棉瓦加建等...)

Age of building 樓齡 _____

OfficeSurance 辦公室萬全保

Effective date 生效日期 _____

Section cover 保障範圍	Revised coverage (HK\$)* 修訂保障(港元)*
<input type="checkbox"/> 1a. Office Contents all risks 辦公室財物及設備全保	Minimum sum insured (HK\$250,000) 最低投保額 (港元250,000) HK\$ (港元) _____
<input type="checkbox"/> 1b. Stock in Trade (1b) sum insured must not exceed Office Content (1a) sum insured or HK\$500,000, whichever is the lower. 存貨(1b)的投保額不可大於辦公室財物及設備全保(1a)的投保額或港幣500,000元，以較低者為準。	Stock Nature 存貨性質 _____ HK\$ (港元) _____ (Optional自選) Rate of premium subject to underwriter's final decision of AXA General Insurance Hong Kong Limited (保險費率以安盛保險有限公司決定為準)
<input type="checkbox"/> 2. Business interruption 業務中斷	<input type="checkbox"/> HK\$ 港元 1,000,000 <input type="checkbox"/> HK\$ 港元 2,000,000
<input type="checkbox"/> 3. Public liability 公眾責任	<input type="checkbox"/> HK\$ 港元 10,000,000 <input type="checkbox"/> HK\$ 港元 20,000,000
<input type="checkbox"/> 4. Employees' Compensation (optional) 僱員賠償 (自選附加保障)	Revised estimated total annual earnings 全年薪金最新預算 HK\$ (港元) _____ Revised estimated total number employees 總僱員人數最新預算 ⁺

* Minimum annual premium (total of section 1 to 4): HK\$1,000 (excluding 1b)

最低每年保費(第一至四項合計)：港幣1,000元 (不包括1b)

+ Any part-timer please declares details on separate paper 如有兼職員工，請另紙列出詳情。

RetailerSurance 零售萬全保

Effective date 生效日期 _____

Section cover 保障範圍	Revised coverage (HK\$)* 修訂保障(港元)*
<input type="checkbox"/> 1a. Property all risks (excluding stock) 財物全保 (不包括存貨)	HK\$ (港元) _____
<input type="checkbox"/> 1b. Stock 存貨	Stock Nature 存貨性質 _____ HK\$ (港元) _____
<input type="checkbox"/> 2. Business interruption 業務中斷	<input type="checkbox"/> HK\$ 港元 1,000,000 <input type="checkbox"/> HK\$ 港元 2,000,000
<input type="checkbox"/> 3. Public liability 公眾責任	<input type="checkbox"/> HK\$ 港元 10,000,000 <input type="checkbox"/> HK\$ 港元 20,000,000
<input type="checkbox"/> 4. Employees' Compensation (optional) 僱員賠償 (自選附加保障)	New estimated total earnings 全年薪金最新預算 HK\$ (港元) _____ New estimated total number of employees ⁺ 總僱員人數最新預算 ⁺

* Minimum annual premium (total of section 1 to 4): HK\$2,000

最低每年保費(第一至四項合計)：港幣2,000元

+ Any part-timer please declares details on separate paper 如有兼職員工，請另紙列出詳情。

Other (please specify) 其他(請說明)

Cancellation of policy 取消保單*

* In case the Business TravelCare policy is cancelled, cover under China Medical Card will also cease with no refund. 若「公幹萬全保」保單一旦取消，「中國醫療卡」的保障亦會同時失效，所繳年費概不退還。

Please cancel my/our policy with effect from Year _____ Month _____ Day _____ 請於_____年_____月_____日取消本人(等)之保單
Reason for cancellation (optional) 取消保單原因(自選)
<input type="checkbox"/> Dissatisfied with our product, please specify 不滿產品, 請詳述 _____
<input type="checkbox"/> Dissatisfied with our service, please specify 不滿服務, 請詳述 _____
<input type="checkbox"/> Premium too expensive 保費較高
<input type="checkbox"/> Changed to other insurance company 已轉投其他保險公司
Name of insurance company 保險公司名稱 _____
<input type="checkbox"/> Cancellation of account with HSBC 已取消滙豐戶口
<input type="checkbox"/> Other, please specify 其他, 請詳述 _____

Declaration 聲明

I/We HEREBY DECLARE AND AGREE that I/We have the full authority from and consent of the Relevant Persons to make the above declarations and agreements.

本人/我們謹此聲明及同意已獲相關人士授權及同意本人/我們作出以上聲明及協議。

I/We understand that no request is valid unless accepted by AXA General Insurance Hong Kong Limited (hereinafter referred as "the Company").

本人/我們明白所有更改須經安盛保險有限公司(下稱「貴公司」)接納方為有效。

I/We further request that this policy will be changed in accordance with the above particulars with the understanding and agreement that a copy of this request shall be attached to and form a part of the said policy.

本人/我們要求貴公司按照上述細則改保單，並同意本申請表之副本將附於保單內，且成為保單之一部分。

I HEREBY DECLARE that I understand that [AXA/the Company] may deduct any outstanding amount applicable to the policy from sum received by [AXA/the Company] under the policy/Policy according to the applicable statutory and/or regulatory requirement(s), including but not limited to levy collected by the Insurance Authority.

本人謹此聲明本人明白[AXA安盛/本公司/貴公司]或會從保單的給付金額中，根據適用法定及/或規管要求扣除任何逾期金額，包括但不限於保險業監管局收取的徵費。

Personal Information Collection Statement 收集個人資料的聲明

AXA General Insurance Hong Kong 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.

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.

Purpose: From time to time it is necessary for the Company to collect your personal data (including credit information and claims history) which may be used, stored, processed, transferred, disclosed or shared by us for purposes (“**Purposes**”), including:

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 (see “**Use and provision of personal data in direct marketing**” below), and administering, maintaining, managing and operating such products / services;
2. processing and evaluating any applications or requests made by you for products/services offered by the Company and our affiliates;
3. providing subsequent services to you, including but not limited to administering the policies issued;
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;
5. detecting and preventing fraud (whether or not relating to the products/services provided by the Company and/or our affiliates);
6. evaluating your financial needs;
7. designing products/services for customers;
8. conducting market research for statistical or other purposes;
9. matching any data held which relates to you from time to time for any of the purposes listed herein;
10. 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;
11. conducting identity and/or credit checks and/or debt collection;
12. complying with the laws of any applicable jurisdiction;
13. carrying out other services in connection with the operation of the Company’s business; and
14. other purposes directly relating to any of the above.

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

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;
2. *The Hongkong and Shanghai Banking Corporation Limited (“**HSBC**”) for any of the Purposes and for the following additional bank related purposes: ensuring ongoing credit worthiness of customers, creating and maintaining credit and risk related models, providing the personal data to credit reference agencies for the purposes of conducting credit checks and other directly related purposes, determining the amount of indebtedness owed to or by customers and collection of amounts outstanding from customers and those providing security for customers’ obligations;
3. 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;
4. any agent, contractor or third party who provides administrative, technology or other services (including direct marketing services) to the Company and/or our affiliates in Hong Kong or elsewhere and who has a duty of confidentiality to the same;
5. credit reference agencies or, in the event of default, debt collection agencies;
6. any actual or proposed assignee, transferee, participant or sub-participant of our rights or business;
7. any government department or other appropriate governmental or regulatory authority in Hong Kong or elsewhere; and
8. the following persons who may collect and use the data only as reasonably necessary to carry out any of the purposes described in paragraphs nos. 2, 3, 4 and 5 of the Purposes specified above: insurance adjusters, agents and brokers, employers, health care professionals, hospitals, accountants, financial advisors, solicitors, organisations that consolidate claims and underwriting information for the insurance industry, fraud prevention organisations, other insurance companies (whether directly or through fraud prevention organisation or other persons named in this paragraph), the police and databases or registers (and their operators) used by the insurance industry to analyse and check data provided against existing data.

For our policy on using your personal data for marketing purposes, please see the section below “**Use and provision of personal data in direct marketing**”.

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

Use and provision of personal data in direct marketing: The Company intends to:

1. use your name, contact details, products and services portfolio information, transaction pattern and behaviour, financial background and demographic data held by the Company from time to time for direct marketing;
2. conduct direct marketing (including but not limited to providing reward, loyalty or privileges programmes) in relation to the following classes of products and services that the Company, our affiliates, our co-branding partners and our business partners may offer:
 - a) insurance, banking, provident fund or scheme, financial services, securities and related products and services;
 - b) products and services on health, wellness and medical, food and beverage, sporting activities and membership, entertainment, spa and similar relaxation activities, travel and transportation, household, apparel, education, social networking, media and high-end consumer products;
3. the above products and services may be provided by the Company and/or:
 - a) any of our affiliates;

- b) third party financial institutions;
 - c) the business partners or co-branding partners of the Company and/or affiliates providing the products and services set out in (2) above;
 - d) third party reward, loyalty or privileges programme providers supporting the Company or any of the above listed entities
4. in addition to marketing the above products and services, the Company also intends to provide the data described in (1) above to all or any of the persons described in (3) above for use by them in marketing those products and services, and the Company requires your written consent (which includes an indication of no objection) for that purpose;

Before using your personal data for the purposes and providing to the transferees set out above, the Company must obtain your written consent, and only after having obtained such written consent, may use and provide your personal data for any promotional or marketing purpose.

You may in future withdraw your consent to the use and provision of your personal data for direct marketing.

If you wish to withdraw your consent, please inform us in writing to the address in the section on “**Access and correction of personal data**”. The Company shall, without charge to you, ensure that you are not included in future direct marketing activities.

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.

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:

Data Privacy Officer
AXA General Insurance Hong Kong Limited
5/F AXA Southside, 38 Wong Chuk Hang Road, Wong Chuk Hang, Hong Kong

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

* This is applicable only if you are applying for a product and/or service of, or making a request to, the Company through HSBC as the Company’s distribution agent. Your personal data will not be provided to HSBC for any of the Purposes and the additional purposes and for direct marketing by HSBC set out in the paragraphs above if you do not apply for the product and/or service of, or make a request to, the Company through HSBC as the Company’s distribution agent.

安盛保險有限公司（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。

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。

目的：本公司不時有必要收集閣下的個人資料(包括信用資料和以往申索紀錄)，並可能因下列各项目的（“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. 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（參閱下文“在直接促銷中使用及將其個人資料提供予其他人士”部份）之產品/ 服務，以及提供、維持、管理和操作該等產品/ 服務；
2. 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. 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. 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. 偵測和防止欺詐行為(無論是否與就由本公司及/ 或安盛關聯方提供的產品/ 服務有關)；
6. 評估閣下的財務需求；
7. 為客戶設計產品/ 服務；
8. 為統計或其他目的進行市場研究；
9. 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；
10. 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；
11. 進行身份和/ 或信用核查和/ 或債務追收；
12. 遵守任何適用的司法管轄區的法律；
13. 開展與本公司業務經營有關的其他服務；及
14. 與上述任何目的直接有關的其他目的。

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. 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. *就任何有關目的和下列與銀行有關的額外目的提供給香港上海滙豐銀行有限公司（“滙豐”）：確保客戶信貸信譽度 持續良好，建

立和維持信貸及風險的相關模型，為進行信用核查以及其他直接相關的目的而向信貸資料服務機構提供個人資料，確定尚欠客戶的債務或客戶所欠債務的金額以及向客戶和為客戶的欠款提供擔保之人追收未償款項；

3. 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）；
4. 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（包括直接促銷服務）並對個人資料負有保密義務的任何代理、承包商或第三方；
5. 信貸資料機構或（在出現拖欠還款的情況下）追討欠款公司；
6. 本公司權利或業務的任何實際或建議的承讓人、受讓方、參與者或次參與者；
7. 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；及
8. 在有合理需要履行任何上述有關目的段落2, 3, 4及5之情況下，以下人士：保險理算人、代理和經紀、僱主、醫護專業人士、醫院、會計師、財務顧問、律師、整合保險業申訴和承保資料的組織、防欺詐組織、其他保險公司（無論是直接地，或是通過防欺詐組織或本段中指名的其他人士）、警察、和保險業就現有資料而對所提供的資料作出分析和檢查的數據庫或登記冊（及其運營者）。

如欲了解本公司為促銷目的使用閣下的個人資料的政策，請參閱下文“在直接促銷中使用及將其個人資料提供予其他人士”部份。

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。

在直接促銷中使用及將其個人資料提供予其他人士 本公司有

意：

1. 使用本公司不時持有的閣下的姓名、聯絡資料、產品及服務的組合資料、交易模式及行為、財政背景及人口統計數據以進行直接促銷；
2. 就本公司，安盛關聯方，本公司合作品牌夥伴及商業合作夥伴可能提供關於下列類別的服務及產品而進行直接促銷（包括但不限於提供獎賞、客戶或會員或優惠計劃）：
 - a. 保險、銀行、公積金或公積金計劃、金融服務、證券和相關產品及服務；
 - b. 健康、保健及醫療、餐飲、體育運動及會員服務、娛樂、健身浴或類似的休閒活動、旅遊及交通、家居、服裝、教育、社交網絡、媒體的產品及服務及高級消費類產品；
3. 以上服務及產品將會由本公司及/或以下機構提供：
 - a. 任何安盛關聯方；
 - b. 第三方金融機構；
 - c. 提供上文2.所列之服務及產品之本公司及/或安盛關聯方的商業合作夥伴或合作品牌夥伴；
 - d. 向本公司或任何以上所列機構提供支援的第三方獎賞、客戶或會員或優惠計劃提供者；
4. 除由本公司促銷上述服務及產品外，本公司亦有意將上文1.段部份所述的資料提供予上文3.段部份所述的全部或任何人士，以供該等人士在促銷該等服務及產品中使用，而本公司為此目的須獲得客戶書面同意（包括表示不反對）。

在使用閣下的個人資料作上文所述的目的或提供予上文所述的人士之前，本公司須獲得閣下的書面同意，及只在獲得閣下的書面同意後方可使用閣下的個人資料及提供予其他人士作任何推廣及促銷用途。

閣下日後可撤回閣下給予本公司有關使用閣下的個人資料及提供予其他人士作任何促銷用途的同意。

閣下如欲撤回閣下給予本公司的同意，請發信至下文“個人資料的查閱和更正”部份所列的地址通知本公司。本公司會在不收取任何費用的情況下確保不會將閣下納入日後的直接促銷活動中。

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。

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，均應以書面形式發至：

香港黃竹坑黃竹坑道38號安盛匯5樓
安盛保險有限公司
個人資料保護主任

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。

*此僅適用於閣下透過滙豐（作為本公司的分銷代理人）申請本公司的產品和/或服務或者透過滙豐（作為本公司的分銷代理人）向本公司提出要求的情況。如果閣下並未透過滙豐（作為本公司的分銷代理人）申請本公司的產品和/或服務或者透過滙豐（作為本公司的分銷代理人）向本公司提出要求，閣下的個人資料將不會因上文所述的任何有關目的、額外目的或為讓滙豐進行直接促銷而提供給滙豐。

I/WE 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 AXA General Insurance Hong Kong Limited in accordance with the PICS, including the use and provision of my/our personal data for the purpose of direct marketing.

本人/ 我們確認本人/ 我們已閱讀並明白收集個人資料的聲明《該聲明》。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安盛保險有限公司根據《該聲明》使用 及轉移本人/ 我們的個人資料，包括在直接促銷中使用及將本人/ 我們個人資料提供予其他人士。

[Important : If you do not agree to the use and provision of your personal data for direct marketing as set out in the section “Use and provision of personal data in direct marketing”, please tick the box below and we will not use your personal data for direct marketing.]

〔重要通知：如閣下不同意根據“收集個人資料的聲明”使用和轉移閣下的個人資料作直接促銷用途（參閱“在直接促銷中使用及將其個人資料提供予其他人士”部份），請在下列方格內 加上剔號（“✓”），本公司將不會使用閣下的個人資料作為直接促銷用途。〕

I/ we do not agree with the use and provision of my/our personal data for direct marketing purposes as set out above in the **Personal Information Collection Statement** (see “Use and provision of personal data in direct marketing”) and do not wish to receive any promotional and direct marketing materials.

本人/ 我們不同意貴公司根據“收集個人資料的聲明”使用和轉移本人/ 我們的個人資料作直接促銷用途（參閱“在直接促銷中使用及將其個人資料提供予其他人士”部份）並不願意接收任何貴公司的推廣及直接促銷的材料。

Authorised signature(s) of applicant and company chop
 投保公司負責人簽署加公司蓋章

Date signed
 簽署日期

[^]Levy collected by the Insurance Authority has been imposed on this policy at the applicable rate. For further information, please visit www.axa.com.hk or contact AXA at (852) 3070 5000.

[^]保單已按適用之徵費率徵收保險業監管局的有關徵費。欲了解更多詳情，請瀏覽www.axa.com.hk或致電AXA安盛 (852) 3070 5000。

Important Notes 重要事項:

The above policy is underwritten by **AXA General Insurance Hong Kong Limited** (“AXA”), which is authorised and regulated by the Insurance Authority of the Hong Kong SAR. AXA will be responsible for providing your insurance coverage and handling claims under your policy. The Hongkong and Shanghai Banking Corporation Limited is registered in accordance with the Insurance Ordinance (Cap. 41 of the Laws of Hong Kong) as an insurance agent of AXA for distribution of general insurance products in the Hong Kong SAR.

以上保單由**安盛保險有限公司**(「AXA安盛」)承保，AXA安盛已獲香港保險業監管局授權並受其監管。AXA安盛將負責按保單條款為您提供保險保障以及處理索償申請。香港上海滙豐銀行有限公司乃根據保險業條例(香港法例第41章)註冊為AXA安盛於香港特別行政區分銷一般保險產品之授權保險代理商。

In the event of any inconsistency between the English version and the Chinese version, the English version shall prevail.
 如中英文版本的條款有任何分歧，以英文版本為準。

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Additional/refund premium and levy [^] (if applicable)	Prepared by DFV/BUB Staff name & sales code	Underwritten by	
	Date	Date	
Input by	Date	Issued by	Date
Insurance Services Terms of Business Letter (Agent) has been presented to customers			

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