

## GROUP MEDICAL INSURANCE -RECORD CHANGE FORM 團體醫療保險 -資料更改表格

- Please read **Important Notes** listed overleaf before filling in this form and duly complete in English and BLOCK LETTERS 填寫此表前，請細閱讀背頁重要事項，並以中英文正楷填寫  
- All changes must be reported to Falcon within **31 days** from the effective date. 所有更改必須在生效日期起計 **31日**內提交。

<b>Policy No. 保單號碼:</b>		<b>Name of Policyholder 保單持有人名稱:</b>																
		<b>Name of Associated Policyholder 保單共同持有人名稱:</b>																
<b>(A) Addition of Employee(s) 新增僱員</b> (Maximum 31 days backdating of Effective Date upon receipt of this change form is permitted 最多 31 天可追溯期)																		
Ref. No. 參照號碼	Name (Surname First) 姓名(姓氏先行) (Same as HKID Card 與香港身份證相同)	HKID Card No. 香港身份證號碼	Sex 性別 (M/F 男/女)	Date of Birth 出生日期			Effective Date 生效日期			Date of Employment 受僱日期			Job Title 職位	Benefit Plan 保障計劃	E-mail Address 電郵地址 (Office / Home 辦公室/家庭)	Bank Account No. (For claim settlement by Autopay only) 銀行戶口號碼(只供醫療賠償自動轉帳之用)		
				DD 日	MM 月	YY 年	DD 日	MM 月	YY 年	DD 日	MM 月	YY 年				Bank No. 銀行編號	Branch No. 分行編號	Account No. 帳戶號碼

<b>(B) Addition of Dependant(s) 新增家屬</b> (Maximum 31 days backdating of Effective Date upon receipt of this change form is permitted 最多 31 天可追溯期)												
Spouse: Age must be between sixteen (16) and sixty-four (64) years last birthday on the Effective Date. 配偶: 生效日期之年齡必須在 16 至 64 歲之間 (以上次生日計) Child: Age must be between fourteen (14) days and eighteen (18) years last birthday, or twenty-two (22) years last birthday if full time student on the Effective Date (Please submit student card copy or copy of other relevant proof) 子女: 生效日期之年齡必須在 14 日至 18 歲之間 或 22 歲的全日制學生 (請提交學生證件副本或其他有關證明文件副本) (以上次生日計)												
Ref. No. 參照號碼	Employee's Name (Surname First) 僱員姓名(姓氏先行) (Same as HKID Card 與香港身份證相同)	Dependant's Name (Surname First) 家屬姓名(姓氏先行) (Same as HKID Card 與香港身份證相同)	Relationship (Spouse or Child) 關係(配偶/子女)	HKID Card No. 香港身份證號碼	Date of Birth 出生日期			Sex 性別 (M/F 男/女)	Benefit Plan 保障計劃	Effective Date 生效日期		
					DD 日	MM 月	YY 年			DD 日	MM 月	YY 年

<b>(C) Other Changes 其他更改</b> (Maximum 31 days backdating of Effective Date upon receipt of this change form is permitted 最多 31 天可追溯期)									
Ref. No. 參照號碼	Employee's Name (Surname First) 僱員姓名(姓氏先行) (Same as HKID Card 與香港身份證相同)	Change of Bank Account No. 更改銀行帳戶號碼			Change of E-mail Address / Benefit Plan 更改電郵地址 / 保障計劃		Effective Date 生效日期		
		Bank No. 銀行編號	Branch No. 分行編號	Account No. 帳戶號碼	New E-mail Address 新電郵地址	New Plan 新計劃	DD 日	MM 月	YY 年

<b>(D) Termination of Employees and/or Dependants 終止僱員及/或家屬保障</b> (Maximum 31 days backdating of Effective Date upon receipt of this change form is permitted 最多 31 天可追溯期)											
Ref. No. 參照號碼	Name (Surname First) 姓名(姓氏先行) (Same as HKID Card 與香港身份證相同)	Termination Effective Date 離職生效日期			Reason for Termination, if still employed 終止的原因, 如仍受僱於該機構	Ref. No. 參照號碼	Name (Surname First) 姓名(姓氏先行) (Same as HKID Card 與香港身份證相同)	Termination Effective Date 離職生效日期			Reason for Termination, if still employed 終止的原因, 如仍受僱於該機構
		DD 日	MM 月	YY 年				DD 日	MM 月	YY 年	

**Important Notes (重要事項):-**

- I/We certify to the best of my/our knowledge and belief that the information contained in this Record Change Form is complete and true. I/We understand that any misrepresentation or omission may nullify coverage for employees and dependants.
- Consent  
I/We acknowledge that I/we have been provided with a copy of the Personal Information Collection Statement (the "Statement") issued by Falcon Insurance Company (Hong Kong) Limited (the "Company"). I/We confirm that I/we have read and understood the Statement. I/We hereby give my/our consent and authorise that the Company may collect, use, transfer, store, disclose and otherwise process my/our personal data in accordance with the Terms of the Statement.
- 本人/吾等證明所有在此表格內之資料是根據本人/吾等所知所信正確填寫，並為完全和真確。本人/吾等明白任何誤述或遺漏均可引致有關僱員及其家屬之醫療保障失效。
- 同意書  
本人/吾等確認，本人/吾等已獲提供一份由富勤保險（香港）有限公司（「本公司」）發出的個人資料收集聲明（「該聲明」）。本人/吾等確認已經閱讀並且明白該聲明。本人/吾等同意本公司可依照該聲明的條款收集、使用、轉移、保存、透露及以其他方式處理本人/吾等的個人資料。

\_\_\_\_\_  
Authorized Signature & Company Chop  
授權簽署及蓋章

\_\_\_\_\_  
Date  
日期

\_\_\_\_\_  
Name & Title  
姓名及職位

\* 本表格之中文譯本只供參考之用，如有爭議，應以英文原義為準。

## Personal Information Collection Statement (the “Statement”)

In compliance with the Personal Data (Privacy) Ordinance (Cap. 486) (the “Ordinance”), Falcon Insurance Company (Hong Kong) Limited (the “Company”) would like to inform you of the following:

(1) From time to time, it is necessary for you to supply the Company with personal data in connection with the application for and provision of insurance products and services as well as the carrying out by the Company of other services relating to these insurance products and services. Failure to supply such data may result in the Company being unable to process your insurance applications or to provide or continue to provide the insurance products and services and/or the related services to you. Data may also be collected by the Company from you in the ordinary course of the Company’s business, for example, when you lodge insurance claims with the Company or generally communicate verbally or in writing with the Company, by means of documentation or telephone recording system, as the case may be.

### (2) PURPOSES FOR COLLECTING PERSONAL DATA

Personal data relating to you held or collected by the Company (including but not limited to credit information and claims history) may be used for the following purposes:

- (i) processing applications for insurance products and services;
- (ii) providing insurance products and services to you and processing requests made by you in relation to our insurance products and services, including but not limited to requests for addition, alteration or deletion of insurance benefits or insured members, setting up of direct debit facilities as well as cancellation, renewal, or reinstatement of insurance policies;
- (iii) processing, adjudicating, settling and defending insurance claims as well as conducting any incidental investigation, detecting and preventing fraud (whether or not relating to the policy issued in respect of this application);
- (iv) performing functions and activities incidental to the provision of insurance products and services such as identity verification, data matching and reinsurance arrangement;
- (v) exercising the Company’s rights in connection with the provision of insurance products and services to you from time to time, for example, to recover indebtedness from you;
- (vi) designing insurance products and services with a view to improving the Company’s service;
- (vii) preparing statistics and conducting research;
- (viii) complying with the obligations, requirements and/or arrangements for disclosing and using data that bind on or apply to the Company or that it is expected to comply according to:
  - (a) any law binding or applying to it within or outside the Hong Kong Special Administrative Region (“Hong Kong”) existing currently and in the future;
  - (b) any guidelines or guidance given or issued by any legal, regulatory, governmental, tax, law enforcement or other authorities, or self-regulatory or industry bodies or associations of insurance or financial services providers within or outside Hong Kong existing currently and in the future; or
  - (c) any present or future contractual or other commitment with local or foreign legal, regulatory, governmental, tax, law enforcement or other authorities, or self-regulatory or industry bodies or associations;
- (ix) complying with sanctions or prevention or detection of money laundering, terrorist financing or other unlawful activities;
- (x) enabling an actual or proposed assignee, transferee, participant or sub-participant of the Company’s rights or business to evaluate the transaction intended to be the subject of the assignment, transfer, participation or sub-participation; and
- (xi) any other purposes relating to the purposes listed above.

### (3) TRANSFER OF PERSONAL DATA

Personal data held by the Company relating to you will be kept confidential but the Company may provide such data to the following parties for the purposes set out in paragraph (2) of this Statement:-

- (i) any agent, contractor or third party service provider who provides services to the Company in connection with the operation of its business including administrative, telecommunications, computer, payment, data processing, storage, investigation and debt collection services as well as other services incidental to the provision of insurance products and services by the Company (such as insurance adjusters, claim investigators, debt collection agencies, data processing companies and professional advisors);
- (ii) reinsurance companies with whom the Company has or proposes to have dealings;

- (iii) any person or entity to whom the Company is under an obligation or otherwise required to make disclosure under the requirements of any law or rules, regulations, codes of practice, guidelines or guidance given or issued by any legal, regulatory, governmental, tax, law enforcement or other authorities, or self-regulatory or industry bodies or associations of insurance or financial services providers binding on or applying to the Company or with which the Company is expected to comply, or any disclosure pursuant to any contractual or other commitment of the Company with local or foreign legal, regulatory, governmental, tax, law enforcement or other authorities, or self-regulatory or industry bodies or associations of insurance or financial services providers, all of which may be within or outside Hong Kong and may be existing currently and in the future;
- (iv) any actual or proposed assignee, transferee, participant or sub-participant of the Company’s rights or business; and
- (v) the following persons who carry out any of the purposes described in paragraphs (2)(i)-(2)(iii) of this Statement: 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 information provided against existing information.

Such information may be transferred to a place outside Hong Kong.

### (4) DATA ACCESS AND CORRECTION RIGHT

In accordance with the Ordinance, you have the right to check whether the Company holds personal data about you and to require the Company to provide a copy of such data and to correct the data which is inaccurate. Such requests can be made in writing to the Data Protection Officer of the Company at the following address, email or fax number:

Data Protection Officer  
Falcon Insurance Company (Hong Kong) Limited  
Suites 7-11, 3/F,  
No. 12 Taikoo Wan Road,  
Taikoo Shing,  
Hong Kong  
Email: [info@falconinsurance.com.hk](mailto:info@falconinsurance.com.hk)  
Fax: (852) 2232 2899

According to the Ordinance, the Company has the right to charge a reasonable fee for the processing of any data access request.

- (5) You also have the right, by writing to the Company’s Data Protection Officer at the address, email or fax number provided in paragraph (4) of this Statement, to request for the Company’s policies and practices in relation to personal data and to be informed of the kinds of personal data held by the Company.
- (6) The Company keeps your personal data only for a period reasonably necessary for any of the above purposes or as prescribed by the applicable laws or regulations.
- (7) Should you have any query with this Statement, please do not hesitate to contact our Customer Service Hotline at (852) 2232 2888.
- (8) Nothing in this Statement shall limit the rights of the customers under the Ordinance.
- (9) The Company retains the right to change this Statement.

May 2020

Issued by Falcon Insurance Company (Hong Kong) Limited

## 個人資料(私隱)條例 — 個人資料收集聲明(「本聲明」)

為依從個人資料(私隱)條例(「條例」),富勤保險(香港)有限公司(「本公司」)特此通知閣下以下事項:

(1) 在申請及接受保險產品及服務時,及當本公司提供與保險產品及服務相關之其他服務時,閣下有需要不時向本公司提供個人資料。若閣下未能提供該等資料,可能會令本公司無法處理閣下的保險申請或向閣下提供或繼續提供保險產品及服務及/或其他相關服務。本公司亦可能會在日常業務運作的過程中向閣下收集資料,例如當閣下向本公司提出保險索償或當在一般情況下以口頭或書面形式與本公司溝通。

### (2) 個人資料收集目的

本公司所存下或收集的關於閣下的個人資料(包括但不限於信用資料和以往申索紀錄)可能會用作下列用途:

- (i) 處理保險產品及服務的申請;
- (ii) 為閣下提供保險產品及服務及處理閣下就本公司的保險產品及服務提出的要求,包括但不限於要求增加、更改或刪除保障項目或受保成員,訂立直接付款安排及保單取消、更新或復效申請;
- (iii) 處理、判定、結清保險索償及就索償抗辯,包括進行任何附帶調查,偵測和防止欺詐行為(無論是否與就此申請而發出的保單有關);
- (iv) 執行與所提供的保險產品及服務相關的功能及活動,如核實身份、資料核對及再保險之安排;
- (v) 行使本公司因不時向閣下提供保險產品及服務而享有的權利,例如向閣下追討欠款;
- (vi) 設計保險產品及服務以提升本公司的服務質素;
- (vii) 製作數據及進行研究;
- (viii) 履行根據下列對本公司具有約束力或適用或期望其遵守的就披露及使用資料的義務、規定及/或安排:
  - (a) 不論於香港特別行政區(「香港」)境內或境外及不論目前或將來存在的對其具法律約束力或適用的任何法律;或
  - (b) 不論於香港境內或境外及不論目前或將來存在的任何法律、監管、政府、稅務、執法或其他機關,或保險或金融服務供應商的自律監管或行業組織或協會所作出或發出的任何指引或指導;或
  - (c) 本公司因其位於或跟相關本地或外地的法律、監管、政府、稅務、執法或其他機關,或保險或金融服務供應商的自律監管或行業組織或協會的司法管轄區有關的金融、商業、業務或其他利益或活動,而向該等本地或外地的法律、監管、政府、稅務、執法或其他機關,或有關的自律監管或行業組織或協會承擔或被彼等施加的任何目前或將來的合約或其他承諾;
- (ix) 符合制裁或預防或偵測清洗黑錢、恐怖分子融資活動或其他非法活動;
- (x) 允許本公司的權益或業務的實際或建議承讓人、受讓人、參與人或附屬參與人,就擬涉及之轉讓、出讓、參與或附屬參與的交易進行評估;及
- (xi) 與上述有關的其他用途。

### (3) 個人資料的轉移

存於本公司的個人資料將會保密,但本公司可能會向以下各方透露該等資料作本聲明第(2)段所列出的用途:

- (i) 任何代理人、承包商或就本公司之業務運作,包括行政、電訊、電腦、付款、資料處理、儲存、調查和收數服務,或就與保險產品及服務相關之其他服務,向本公司提供服務的第三方服務供應者(如保險理算人、理賠調查員、收數公司、資料處理公司及專業顧問);
- (ii) 與本公司有或將有商業往來的再保險公司;
- (iii) 本公司為遵守任何法律規定,或根據法律、監管、政府、稅務、執法或其他機關,或保險或金融服務供應商的自律監管或行業組織或協會所作出或發出對本公司具有約束力或適用或期望其遵守的規則、規例、實務守則、指引或指導,或根據本公司向本地或外地的法律、監管、政府、稅務、執法或其他機關,或保險或金融服務供應商的

自律監管或行業組織或協會的任何合約或其他承諾(以上不論於香港境內或境外及不論目前或將來存在的),而有義務或以其他方式被要求向其作出披露的任何人士或機構;

- (iv) 本公司的權益或業務的任何實際或建議承讓人、受讓人、參與人或附屬參與人;及
- (v) 為履行任何本聲明第(2)(i)-(2)(iii)段所列明的用途的以下人士: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;整合保險業申索和承保資料的組織;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)。

該等資料可能被轉移至香港境外。

### (4) 查閱及改正資料權利

根據條例規定,閣下有權查詢本公司是否持有閣下的個人資料及要求索取該等資料的複本(查閱資料要求),並要求本公司就不準確的資料作出改正。閣下如欲行使有關權利,請以書面經以下聯絡方法向本公司的資料保護主任提出:

資料保護主任  
富勤保險(香港)有限公司  
香港太古城  
太古灣道12號  
3樓7-11室  
電郵: [info@falconinsurance.com.hk](mailto:info@falconinsurance.com.hk)

傳真: (852) 2232 2899

根據條例,本公司有權就辦理任何查閱資料要求收取合理費用。

- (5) 閣下亦有權根據本聲明第(4)段所提供的聯絡方法向本公司的資料保護主任索取本公司有關個人資料私隱的政策及實務,並獲告知本公司持有的個人資料的種類。
- (6) 本公司只會根據上述任何用途上的合理需要或適用法例或規例規定的期間保存閣下的個人資料。
- (7) 如閣下對本聲明有任何疑問,請致電本公司的客戶服務熱線(852) 2232 2888。
- (8) 本聲明不會限制客戶在條例下所享有的權利。
- (9) 本公司保留修改本聲明的權利。

2020年5月  
由富勤保險(香港)有限公司發出