

Group Insurance e-Services Application Form
團體保險網上服務申請表格

Please complete in ENGLISH and in BLOCK LETTERS. 請以英文正楷填寫。

Apply for e-Services 申請網上服務

Name of Policy

Owner

保單持有人名稱

Policy Number

保單號碼

Please provide the following information of an e-Services contact person who acting on behalf of the Authorized Person of the Policy to receive the Username and Password ^{Note 1} issued by Sun Life Hong Kong Limited for providing your company particulars information (e.g. Authorized Persons / Beneficial Owners / Senior Managing Officials / Directors etc.) and accessing the Insureds' data in Group Insurance e-Services.

請提供代表本保單授權人之網上服務聯絡人的以下資料，以接收由香港永明金融有限公司發出之有關網上服務的用戶名稱及密碼^{註1}，並作為在團體保險網上服務內提供貴公司資料之詳情（例如：授權人／實益擁有人／高級管理人員／董事等）及查詢受保人資料。

Name

姓名

Title

職位

Contact No.

聯絡號碼

Email Address for

Registration

登記電郵地址

(Maximum length of the Email Address is 50 characters 電郵地址不能多於 50 字)

Note 註:

1. Username and Password will be sent directly to the above registered email address.

用戶名稱及密碼將會直接寄到上述電郵地址。

Declaration 聲明

I/We, the Policy Owner, hereby declare, agree and understand, as the case may be, as evidenced by my/our signature(s) hereunder, that:

- I/We am/are duly authorized by employees, members, representatives and/or dependents and have obtained their consent to disclose, release or transfer their personal information to Sun Life Hong Kong Limited, including its successors or assigns, (collectively referred to as "the Company").
- I/We acknowledge that I/We have verified the identity of employees, members, representatives and/or dependents on the basis of documents, data or information provided by a governmental body (including the Hong Kong Identity Card), a relevant authority or any other reliable and independent source that is recognized by the relevant authority.
- The personal information of employees, members, representatives and/or dependents held by or on behalf of the Company (whether contained herein or otherwise obtained and including personal information obtained after the date of this application) may be held, used, disclosed, released and transferred by the Company to the parties and for the purposes mentioned in the Personal Information Collection Statement as set out overleaf.

本人／吾等（保單持有人）謹此聲明、同意及明白各項（視乎情況適用而定），並在此投保書簽署作實：

- 本人／吾等已獲本公司之僱員、成員、代表及／或其家屬授權及已獲取他們的同意，向香港永明金融有限公司，包括繼承人或承讓人，（在此稱為「公司」）披露、發放或轉交有關人等的個人資料。
- 本人／吾等確認本人／吾等已根據由政府機構、有關當局或有關當局認可的任何其他可靠及獨立來源所提供的文件、數據或資料（包括由政府機構發出的香港身份證）核實本公司之僱員、成員、代表及／或其家屬的身份。
- 由公司所持有及由本人／吾等提供有關僱員、成員、代表及／或其家屬的個人資料，公司（不論是否從此申請書或其他途徑，包括在此申請後所得）可持有、使用、發放或轉交予有關人等作為後頁訂明《個人資料收集聲明》中提及的用途。

Full Name of Existing Authorized Person (In Block Letters)

現任授權人全名（正楷）

Existing Authorized Signature & Company Chop

現任授權人簽署及公司蓋章

Title of Existing Authorized Person (In Block Letters)

現任授權人職位

Signed in Hong Kong on

在香港簽訂日期

In the event of any discrepancy or other inconsistency in this form between the English and the Chinese language, the English shall prevail.
 若本申請書內之中文譯本與英文原文有任何差異或不連貫時，一切文意以英文為準。

Personal Information Collection Statement

Personal data (including credit information, claims history and third party personal information) may be collected by the Company from time to time in various forms or processes. They are being collected, used and disclosed by the Company for the following necessary purposes: (i) processing and evaluating insurance applications and/or any other applications for financial services; (ii) administering and providing services in relation to insurance or financial products; (iii) processing, investigating and settling insurance claims and detecting and preventing fraud (whether or not relating to the policy issued by the Company); (iv) conducting customer surveys; (v) researching and designing financial, insurance or pensions products for clients' use; (vi) selecting and participating in reward, loyalty or privileges program and related service; (vii) contacting clients for the above purposes; (viii) purposes which are directly related to the above purposes; and (ix) complying with applicable laws, regulation or court order. The Company may disclose such personal data for the above purposes: (a) to third parties who provide services in Hong Kong or elsewhere which assist the Company to carry out the above purposes, including claims investigators, insurance adjusters, medical advisors, health care professionals, medical service providers, hospitals, emergency assistance service providers, reinsurers, accountants, solicitors and professional financial advisors; (b) to banks for payment purposes; (c) to insurance brokers who are representing the policy owners or clients directly or indirectly; (d) to the Company's insurance agents and MPR intermediaries; (e) to the Company's related companies (as defined in the Companies Ordinance) including pensions services provider, financial services companies and insurance companies; (f) to the Hong Kong Federation of Insurers (or any similar association of insurance companies) and its members; (g) to the policy owner / employers of an insured employee under a group product; (h) to any third party service provider appointed by the policy owner who provides administrative services for the policy owner (i) to organisations that consolidate claims and underwriting information for the insurance industry; (j) to fraud prevention organisations; (k) to other insurance companies (whether directly or through fraud prevention organisations 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; (l) to any person to whom the Company or its related companies (inside or outside Hong Kong) are under an obligation to make disclosure under the requirements of any law, regulation or court order binding on or applying to or to which the Company or its related companies (inside or outside Hong Kong) are subject to, or under and for the purposes of any guidelines issued by regulatory or other authorities with which the Company or its related companies (inside or outside Hong Kong) are expected to comply and (m) as otherwise required or permitted by law. The Company may also use and disclose such personal data in other ways with the consent of the data subjects or as otherwise required or permitted by law. If third party personal information is supplied to the Company by the clients, claimants or applicants for services, such clients, service providers, claimants or applicants must inform these third parties about this personal information collection statement before they collect their information and supply it to the Company. For group clients, this information may include but not limited to information belonging to the clients' employees, the group members, the insureds and/or their representatives or dependents. Clients in respect of whom personal data is being collected should understand that it is voluntary for them to provide these information, but failure to provide the requested personal data could mean that the Company is unable to process their applications or to continue the provision of the required services. Clients have the right to seek access to and request correction of any personal data the Company holds about them by sending a written request to Group Administration and Operations, Sun Life Hong Kong Limited, 10/F, Two Harbourfront, 22 Tak Fung Street, Hung Hom, Kowloon, Hong Kong. The Company may charge a reasonable fee for the processing of any such requests. The Company will not use personal data to contact clients with any marketing information. The Company may from time to time provide its up-to-date Personal Information Collection Statement at its website www.sunlife.com.hk.

《個人資料收集聲明》

公司可以不時透過各種表格或程序收集個人資料 (包括信用資料、索償紀錄和第三方個人資料)。上述的個人資料收集、使用及披露，是為了公司達到以下需要的目的：(i) 處理及評估申請及/或任何其他金融服務申請；(ii) 管理並提供與保險及/或金融產品相關服務；(iii) 處理、調查和結清保險索償個案，以及偵測和防止欺詐行為(無論是否與公司發出的保單有關)；(iv) 進行客戶調查；(v) 為客戶研究及設計金融、保險或退休金產品；(vi) 甄選及參與獎賞、忠實或特選客戶計劃；(vii) 因上述目的與客戶聯絡；(viii) 與上述目的直接有關的任何其他目的；及 (ix) 為遵守適用的法例、法規或法庭命令。基於上述目的，公司可以披露有關客戶個人資料予 (a) 為協助公司就上述用途 (不論在香港或其他地方) 而提供服務的第三方，包括索償調查員、保險理算人、醫療顧問、醫護專業人士、醫療服務提供者、醫院、緊急支援服務供應商、再保險公司、會計師、律師、專業理財顧問；(b) 銀行作繳款用途；(c) 直接或間接代表保單持有人或客戶的保險經紀；(d) 公司的保險代理人及強積金中介人；(e) 公司的關連公司(根據公司條例訂明)包括退休金服務提供者、金融服務機構及其他保險公司；(f) 香港保險業協會 (或任何相似的保險公司協會) 及其會員；(g) 團體產品的保單持有人 / 受保僱員之僱主；(h) 由保單持有人指定及提供行政服務給保單持有人的第三方服務供應商；(i) 整合保險業索償和承保資料的組織；(j) 防欺詐組織；(k) 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定的其他人士、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))；(l) 公司及其關連公司(不論在香港與否) 為遵守監管當局或其他機構發出之指引或其就法例、法規或法庭頒令所約束或規定之責任而需向其作出披露的任何人士；及 (m) 按法例要求或准許的其他人士。在法例的要求或容許下，或獲得資料當事人的同意後，公司可以將客戶的個人資料披露並作其他用途。假如第三方個人資料是由客戶、客戶的服務供應商、索償人或申請人提供給公司，該客戶、服務供應商、索償人或申請人必須在收集這些資料前，將此《個人資料收集聲明》告知有關的第三方才把資料提供給公司。對於團體客戶而言，這些資料可以包括但不限於屬於客戶的僱員、團體成員、受保人和/或其代表或家屬的個人資料。客戶應明白就其個人資料收集所提供的個人資料乃出於自願，但如客戶未能提供所需的個人資料，公司將無法處理其申請或繼續提供所需服務。客戶有權查閱及要求更正公司持有的個人資料，有關要求可以書面形式郵寄至香港九龍紅磡德輔道中 22 號海濱廣場二座 10 樓香港永明金融有限公司團體保險行政部。公司可就此處理任何該等要求收取合理費用。公司不會使用客戶之個人資料與其聯絡作任何資訊推廣。公司可不在其網站 www.sunlife.com.hk 提供最新的《個人資料收集聲明》。