

更改 / 取消保單申請書

AMENDMENT / CANCELLATION REQUEST FORM

請填妥有關部分，如有遺漏可能延誤有關申請。 Please complete all related questions; failure to do so may result delay in processing your request..

呈遞此申請書，並不表示保險公司已更改內容，一切以保險公司收取正本為有效日期。 This submission of this form does not mean the Insurance Company have modified the content, the effective date will start on the date when the Insurance Company received the original document.

請用正楷填寫本表格。 Please complete this form in BLOCK LETTERS.

保單號碼 POLICY NO.: _____ **代理編號 AGENT CODE:** _____

保戶名稱 NAME OF INSURED: _____

本人謹通知 貴司辦理以下事宜 (請在適當方格內加“✓”號) Please proceed with the followings (please “✓” in the appropriate box)

1. **保戶名稱:**
Name of Insured: _____
2. **保戶通訊地址:**
Insured's Mailing Address: _____
3. **受保地址:**
Location of Risks: _____
4. **營業性質:**
Trade or Business: _____
5. **保險期限:** 由 _____ 至 _____ (首尾兩日包括在內)
Period of Insurance: From _____ To _____ (Both Dates Inclusive)
6. **保險金額:** 增加 / 減少 _____ 總額更改至: _____
Sum Insured: Increased by / Decreased by: _____ Total Sum Insured Revised: _____
*請列明更改保額的有關承保項目
*Please Specify the Relevant Item: _____
7. **過戶 / 財務名稱:**
Name of Mortgagee: _____
8. **條款:**
Clauses: _____
9. **取消保單:** *如要取消保單，必須把批改申請書連同保單一起送回
Cancel Policy: *In order to cancel the Policy, please return the Original Policy together with Endorsement Application Form.
10. **其他:**
Others: _____

A. 收集個人資料聲明

1. 創興保險有限公司(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、披露、處理、使用及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及安全性，及避免發生未經授權或者意外取得、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。

2. **目的:** 本公司不時有必要收集閣下的個人資料，並可能因下列各項目的(“有關目的”)而供本公司使用、儲存、保留、處理、轉移、披露或共享該等個人資料:

- (a) 向閣下推介、提供和營銷本公司、創興銀行集團成員或本公司合作品牌夥伴及商業合作夥伴(參閱下文“**在直接促銷中使用資料**”部份)之產品 / 服務;
- (b) 處理和評估閣下就本公司及創興銀行集團成員所提供之產品 / 服務提出的任何申請或要求;
- (c) 向閣下提供後續服務,包括但不限於管理已發出的保單;
- (d) 與就本公司或創興銀行集團成員提供的任何產品 / 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;
- (e) 評估閣下的財務需求;
- (f) 為客戶設計產品 / 服務;
- (g) 為統計或其他目的進行市場研究;
- (h) 不時為本聲明所列的任何目的而核對由本公司或任何創興銀行集團成員所持有的與閣下有關的任何資料;
- (i) 履行根據下列在香港特別行政區管轄權以內或以外適用於本公司或任何創興銀行集團成員的關於披露及使用資料的任何規定:
 - (i) 任何法律;
 - (ii) 任何由具有管轄權的法院或審裁處所作出之任何命令/判決;
 - (iii) 任何本地或外地法律、監管、稅務、政府、執法或其他機關,或金融服務供應者的自律監管或行業組織或協會的任何指引;或
 - (iv) 由本地或外地法律、監管、稅務、政府、執法或其他機關,或金融服務供應者的自律監管或行業組織或協會所訂立的任何合約或其他承諾;
- (j) 進行身份及 / 或信用核查及 / 或債務追討;
- (k) 促使本公司的實際或擬定承讓人、或本公司對客戶及 / 或個人所擁有之權利的參與人或附屬參與人評估擬成為轉讓、參與或附屬參與對象的交易;
- (l) 遵守在創興銀行集團內部針對符合制裁、阻止、偵查、調查或檢控香港特別行政區管轄權以內或以外清洗黑錢、恐怖分子融資活動或其他非法活動的任何方案而訂定有關共用、保留、披露或使用資料的任何規定、政策、程序、措施或安排;
- (m) 與任何創興銀行集團成員共用或轉移資料,而該等資料亦可能與可獲取的其他資料組合或被使用,以經營與任何創興銀行集團成員主要業務所經營的金融、保險及證券相關服務;
- (n) 進行與本公司業務經營有關的其他服務;及
- (o) 與上述任何目的直接有關及附帶的其他目的。

3. 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,可提供給下述在香港特別行政區管轄權以內或以外的各類人士或實體作任何有關目的:

- (a) 任何創興銀行集團成員(「**創興銀行集團**」一併及分別地指創興銀行有限公司、本公司其任何控股公司及任何該等控股公司的子公司、其控股權人(該詞釋義見香港法例第155章銀行業條例)、其子公司及其任何分行及辦事處,而「**創興銀行集團成員**」具有相同涵義),而該等個人資料可能與創興銀行集團任何成員可獲取的其他資料組合;
- (b) 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、行業組織或協會、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;
- (c) 根據在香港特別行政區管轄權以內或以外不時適用於本公司或任何創興銀行集團成員的任何法律、任何法庭/審裁處所做出之命令或判決或任何本地或外地的法律、監管、稅務、政府、執法或其他機關,或金融服務供應者的自律監管或行業組織或協會的任何指引或其訂立的任何合約或其他承諾而本公司或任何創興銀行集團成員被規定或被期望需向其作出披露的任何人士;
- (d) 與就本公司及 / 或任何創興銀行集團成員提供的任何產品 / 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);
- (e) 向本公司及 / 或相關的創興銀行集團成員提供行政、電訊、電腦、付款、技術、證券結算、索賠處理或其他服務(包括直接促銷服務)並對上述相關的創興銀行集團成員負有保密義務的任何代理人、承辦商或第三方服務提供者;
- (f) 信貸資料機構或(在出現拖欠還款的情況下)收賬代理機構;
- (g) 本公司之權利或業務的任何實際或擬定承讓人、受讓方、參與人或附屬參與人;及
- (h) 任何政府部門或其他適當的政府或監管機關。

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“**在直接促銷中使用資料**”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。

4. 在直接促銷中使用資料

本公司有意在**直接促銷**中使用客戶及 / 或個人的資料,惟本公司須獲得客戶及 / 或個人的同意(包括表示不反對),方可使用客戶及 / 或個人的資料作前述用途。就此而言,請注意:

- (a) 本公司不時持有的客戶或個人姓名、聯絡資料、產品及服務組合資料、交易模式及行為、財務背景及人口統計數據可能用於直接促銷;
- (b) 本公司、任何創興銀行集團成員、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、會員或優惠計劃):
 - (i) 保險、銀行、公積金計劃、金融服務、證券和相關產品及服務;
 - (ii) 健康、保健及醫療、餐飲、體育運動及會員服務、娛樂、水療或類似的休閒活動、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端消費類產品;
- (c) 以上服務及產品將會由本公司及 / 或以下機構提供:
 - (i) 任何創興銀行集團成員;
 - (ii) 第三方金融機構;
 - (iii) 本公司或任何創興集團成員的合作品牌夥伴或商業合作夥伴;
 - (iv) 向本公司或任何以上所列機構提供支援的第三方獎賞、忠誠、品牌合作或優惠計劃提供者;
 - (v) 慈善或非牟利機構;
- (d) 除促銷上述產品及服務外,本公司亦有意將上文(a)段部份所述的資料提供予上文(c)段部份所述的全部或任何人士,以供該等人士在促銷該等產品及服務時使用,而本公司為此目的須獲得閣下的書面同意(包括表示不反對),否則不得如此使用該資料。

在使用閣下的個人資料作有關目的和提供予上文所述的受讓人士之前,本公司須獲得閣下的書面同意(包括表示不反對),及只在獲得上述閣下的書面同意後,方可使用閣下的個人資料及提供閣下的個人資料予其他人士作任何推廣及促銷用途。

如閣下不希望本公司使用或將閣下之個人資料提供予其他人士作上述直接促銷用途,閣下可隨時通知本公司的資料保障主任,以行使閣下之選擇拒絕促銷之權利,本公司其後將停止使用及 / 或提供閣下之個人資料給第三方作直接促銷。

5. 個人資料的查閱和更正: 客戶及 / 或個人如欲查閱或更正資料,或索取關於本公司的政策及實務及所持有資料種類的要求,應向下列本公司資料保障主任提出:

九龍九龍灣宏照道38號企業廣場5期二座辦公大樓L25
 創興保險有限公司
 資料保障主任

6. 根據條例的條款，本公司有權就處理任何查閱資料的要求收取合理費用。
7. 本收集個人資料聲明不會限制客戶或個人在條例下所享有的權利。

[Version : 28-06-2016]

(如本中文本與英文本在文義上有歧異者，概以英文本為準。)

Personal Information Collection Statement

1. Chong Hing Insurance Company Limited (referred to hereinafter as the “**Company**”) recognises its responsibilities in relation to the collection, holding, retaining, processing, use disclosure and transfer of personal data under the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong) (the “**Ordinance**”). 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 unauthorized 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.

2. **Purposes:**

From time to time, it is necessary for the Company to collect your personal data which may be used, stored, retained, processed, transferred, disclosed or shared by us for the following purposes (“**Purposes**”):

- (a) offering, providing and marketing to you the products/services of the Company, members of Chong Hing Bank Group, our co-branding partners or business partners (see “**Use of data in direct marketing**” below);
- (b) processing and evaluating any applications or requests made by you for products/services offered by the Company and members of Chong Hing Bank Group;
- (c) providing subsequent services to you, including but not limited to administering the policies issued;
- (d) 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 or members of Chong Hing Bank Group, including investigation of claims;
- (e) evaluating your financial needs;
- (f) designing products/services for customers;
- (g) conducting market research for statistical or other purposes;
- (h) matching any data held by the Company or any member of Chong Hing Bank Group which relates to you from time to time for any of the purposes listed herein;
- (i) complying with any requirements for disclosure and use of data that are applicable to the Company, or any member of Chong Hing Bank Group within or outside the jurisdiction of the Hong Kong Special Administrative Region (“**HKSAR**”) according to:
 - (i) any law;
 - (ii) any Order/Judgement made by a competent Court or Tribunal;
 - (iii) any guidelines of any local or foreign legal, regulatory, tax, governmental, law enforcement, or other authorities, or self-regulatory or industrial bodies or associations of financial services providers; or
 - (iv) any contractual or other commitment with any local or foreign legal, regulatory, tax, governmental, law enforcement, or other authorities or self-regulatory or industrial bodies or associations of financial services providers;
- (j) conducting identity and/or credit checks and/or debt collection;
- (k) in enabling an actual or proposed assignee of the Company or participant or sub-participant of the Company’s rights in respect of the customers and/or individuals to evaluate the transaction intended to be the subject of assignment, participation or sub-participation;
- (l) complying with any requirements, policies, procedures, measures or arrangements for sharing, retaining, disclosing or using data in accordance with any programmes within Chong Hing Bank Group for compliance with sanctions, prevention, detection, investigation or prosecution of money laundering, terrorist financing or other unlawful activities within or outside the jurisdiction of the HKSAR;
- (m) in sharing with, or transferring to, any member of the Chong Hing Bank Group, data which may be combined with other information available to, or used for carrying out financial, insurance and securities related services in connection with operation of major businesses of any member of the Chong Hing Bank Group;
- (n) carrying out other services in connection with the operation of the Company’s business; and
- (o) other purposes directly relating and incidental to any of the above.

3. **Transfer of personal data:**

Personal data will be kept confidential but, subject to the provisions of any applicable law, may be provided to the following classes of persons/entities within or outside the jurisdiction of the HKSAR for any of the Purposes:

- (a) any member of Chong Hing Bank Group (“**Chong Hing Bank Group**” means Chong Hing Bank Limited, the Company, any of their holding companies, subsidiary of any such holding companies, their controllers (as such terms are defined in the Banking Ordinance (Chapter 155 of the Laws of Hong Kong)), their subsidiary companies and their branches and offices (together or individually) and “**member of Chong Hing Bank Group**” has the same meaning) which may be combined with other information available to any such member of Chong Hing Bank Group;
- (b) any person associated with the Company, any reinsurance company, claims investigation company, your broker, industry bodies or associations fund management company or financial institution and in this regard you consent to the transfer of your data outside of Hong Kong;
- (c) any person to whom the Company or any member of Chong Hing Bank Group is required or expected to make disclosure under any law, pursuant to any Court/Tribunal Order or Judgement, or pursuant to any guidelines of or any contractual or other commitment with any local or foreign legal, regulatory, tax, governmental, law enforcement or other authorities, or self-regulatory or industrial bodies or associations of financial services providers which are applicable to the Company or any member of the Chong Hing Bank Group from time to time within and/or outside the jurisdiction of the HKSAR;
- (d) 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 any member of Chong Hing Bank Group;
- (e) any agent, contractor or third party service provider who provides administrative, telecommunications, computer, payment, technology, securities clearing, claims handling, or other services (including direct marketing services) to the Company and/or our relevant members of Chong Hing Bank Group who has a duty of confidentiality to such relevant member;
- (f) credit reference agencies or, in the event of default, debt collection agencies;
- (g) any actual or proposed assignee, transferee, participant or sub-participant of the Company’s rights or businesses; and
- (h) any government department or other appropriate governmental or regulatory authority.

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

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

4. **Use of data in direct marketing:**

The Company intends to use a customer's and/or individual's data in direct marketing and may not so use the data unless it has received the customer's and/or individual's consent (which includes an indication of no objection) to the intended use. In this connection, please note that:

- (a) The name, contact details, products and services portfolio information, transaction pattern and behavior, financial background and demographic data of a customer or an individual held by the Company may be used from time to time in direct marketing;
- (b) Direct marketing (including but not limited to providing reward, loyalty or privileges programmes) may be conducted in relation to the following classes of products and services that the Company, any member of Chong Hing Bank Group, our co-branding partners and our business partners may offer:
 - (i) insurance, banking, provident fund scheme, financial services, securities and related products and services;
 - (ii) 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;
- (c) the above products and services may be provided by the Company and/or:
 - (i) any member of Chong Hing Bank Group;
 - (ii) third party financial institutions;
 - (iii) Co-branding partners or the business partners of the Company and any member of Chong Hing Bank Group;
 - (iv) third party reward, loyalty, co-branding or privileges programme providers supporting the Company or any of the above listed entities;
 - (v) charitable or non-profit making organizations;
- (d) in addition to marketing the above products and services, the Company also intends to provide the data described in (a) above to all or any of the persons described in (c) 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 otherwise the Company may not so use the data.

Before using your personal data for the Purposes and providing to the transferees set out above, the Company must obtain your written consent (which includes an indication of no objection), and only after having obtained such written consent, may use and provide your personal data for any promotional or marketing purpose.

If you do not wish the Company to use or provide to other parties your personal data for use in direct marketing as described above, you may at any time exercise your opt-out right by notifying the Data Protection Officer of the Company after which the Company shall cease to use and/or provide to other parties your personal data in direct marketing.

5. **Access and correction of personal data:** A customer and/or an individual who requests access to data or correction of data or for information regarding policies and practices and kinds of data held should contact the following Data Protection Officer of the Company:

The Data Protection Officer
Chong Hing Insurance Company Limited
L25, Tower Two, Enterprise Square Five,
38 Wang Chiu Road, Kowloon Bay, Kowloon

Hotline : 852 3768 9288 / Direct Fax : 852 3768 9292 / Email : hq@chins.com.hk

6. In accordance with the terms of the Ordinance, the Company has the right to charge a reasonable fee for the processing of any data access request.
7. Nothing in this Personal Information Collection Statement shall limit the rights of customers or individuals under the Ordinance.

[Version : 28-06-2016]

(In case of any inconsistencies between the English and the Chinese versions of this Personal Information Collection Statement, the English version shall prevail.)

B. 直接促銷之指示

本人已閱讀並接受創興保險有限公司「收集個人資料聲明」

Instruction on Direct Marketing

I have read and accepted Chong Hing Insurance Company Limited's "Personal Information Collection Statement"

本人不同意創興保險有限公司透過以下方式在直接促銷中使用本人的個人資料 (可選擇多個選項) :

I do not agree Chong Hing Insurance Company Limited to use my personal data in direct marketing via (may choose more than one option) :

電話營銷 Telemarketing

電子途徑 Electronic Means

直接郵件 Direct Mail

本人不同意創興保險有限公司向其收集個人資料聲明內之第4(c)(i)至4(c)(v)段所列的類別的機構提供本人的個人資料，以供其在直接促銷中使用。

I do not agree Chong Hing Insurance Company Limited to provide my personal data to the classes of entities provided in paragraphs 4(c)(i) to 4(c)(v) of Chong Hing Insurance Company Limited's Personal Information Collection Statement for use by them in direct marketing.

本人同意於以上空格沒有填上剔(“✓”)號的各項中關於本人的個人資料的使用。

I agree to the use of my personal data in each case where I have not ticked(“✓”) the box(es) above.

申請人簽署：

Signature of Proposer: _____

日期：

Date: _____