

# Annual Business Travel Proposal Form

## 全年商務旅遊保險計劃投保書

QBE Hongkong & Shanghai Insurance Limited 昆士蘭聯保保險有限公司



Please complete in BLOCK LETTERS & tick where appropriate  
請以英文正楷填寫及於適當位置填上“✓”號

Insurance Agent Code  
保險代理人編號

Policy No.  
保單編號

### A. Applicant Details 申請人資料

Name of company 公司名稱
Business Nature & Description 公司業務及性質
Company Address 公司地址
Name of Contact Person 聯繫人姓名
Contact Person's Designation 聯繫人職銜
Contact Person's Tel No. 聯繫人電話號碼
Company E-mail Address 公司電郵地址

### B. Policy and Insured Persons' Details 保單及受保人資料

Period of Insurance 保險期						
From (dd/mm/yyyy) 由(日/月/年)			for one calendar year 為期一年			
No. 序號	Full Name 全名	Occupation / Position 職業 / 職位	HKID No. 香港身份證號碼	Plan (1 or 2) 計劃 (1或2)	Optional Cover (Yes / No) 自選保障 (是 / 否)	Premium (HK\$) 保費 (港元)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
<b>Sub-total 小計</b>						
<b>Group Discount (if applicable) 團體折扣 (如適用)</b>						%
<b>Total 總計</b>						

Please attach separate sheet for more Insured Persons.  
如有更多受保人，請以額外紙張填寫。

The benefits for each Insured Person is subject to the Policy Aggregate Limit on any one event basis as specified under the Policy.  
每名受保人的保障額以保單上列明之每宗意外最高賠償額為限。

## C. Claims History 投保歷史

1. Has any Insurer ever declined or imposed special terms in connection with any proposal or renewal on the same type of policy?  Yes 有  No 沒有  
有沒有保險公司曾經對同類型保險申請拒絕投保、拒絕續保或強加特別條款?  
If the answer is "Yes", please provide details below:  
如“有”，請提供詳情：
2. Were there any claims or incidents that might have resulted in a claim on the same type of policy in the last three years? If the answer is "Yes", please provide details below:  Yes 有  No 沒有  
過去三年間，曾否就同類型保險索償或發生可導致索償申請的事件？如“有”，請提供詳情：

## D. Declaration and Signature 聲明及簽署

### Part 1: I / We, DECLARE AND AGREE THAT

第一部: 本人/我們聲明及同意

1. I / We understand and agree that this application will not become effective until being accepted by QBE Hongkong & Shanghai Insurance Limited (the "Company").  
本人 / 我們明白本投保書被昆士蘭聯保保險有限公司 ("昆士蘭保險香港") 接納後保險方會正式生效。
2. I / We declare that the information given above is true and correct to the best of my / our knowledge and believe that all material facts affecting the assessment of this application have been disclosed. I / We further agreed that this application should form the basis of the contract between me / us and the Company.  
本投保書內填報的資料，是根據本人 / 我們所知全部正確無誤，並確信已把所有足以影響風險評估的事實列出。我們並且同意本投保書會作為本人 / 我們與昆士蘭保險香港的合約基礎。
3. I / We agree to keep all relevant information in records and understand that the Company has the right to verify the book of records in the event of a loss.  
本人 / 我們同意保留所有相關資料，並明白昆士蘭保險香港有權就處理索賠申請時審核有關的資料記錄。
4. I / We accept the terms, exclusions and conditions as set out in the policy.  
本人 / 我們接納昆士蘭保險香港保單內所列之條款，不受保事項及條件。

### Part 2: Personal Information Collection Statement

第二部: 收集個人資料聲明

I / We have read, understood and consent (which includes an indication of no objection) to the Personal Information Collection Statement (the "PICS") attached to this proposal form. I / We confirm my / our consent to your Company (1) using my / our Marketing Personal Data for direct marketing communications about the Company's products and services and (2) sharing my / our Marketing Personal Data with Manulife as defined in the PICS for the purposes of marketing to me / us Manulife's products and services referred to in the "Direct Marketing of Products and Services" section under the PICS, except the following (please check the box(es) as you consider appropriate):

本人 / 我們已細閱、明白及同意(包括提供不反對通知)此投保書附上的收集個人資料聲明(下稱「收集個人資料聲明」)。本人 / 我們確認本人 / 我們同意本公司 (1) 使用本人 / 我們的市場推廣用途的個人資料作本公司產品及服務的直接促銷及 (2) 與收集個人資料聲明中定義的宏利集團分享本人 / 我們的市場推廣用途的個人資料，以用作向本人 / 我們推銷收集個人資料聲明中「直接市場推廣產品及服務」部份所列明的宏利集團產品及服務。下列情況除外(如認為合適，請在下述空格加上「✓」號):

- I / We object to the Company using my / our Marketing Personal Data for direct marketing communications about the Company's products and services referred to in the "Direct Marketing of Products and Services" section under the PICS.  
本人 / 我們反對本公司使用本人 / 我們的市場推廣用途的個人資料作本公司於收集個人資料聲明中「直接市場推廣產品及服務」部份所列明的產品及服務的直接促銷。
- I / We object to the Company sharing my / our Marketing Personal Data with Manulife as defined in the PICS for the purposes of marketing to me / us Manulife's products and services referred to in the "Direct Marketing of Products and Services" section under the PICS.  
本人 / 我們反對本公司與收集個人資料聲明中定義的宏利集團分享本人 / 我們的市場推廣用途的個人資料，以用作向本人 / 我們推銷收集個人資料聲明中「直接市場推廣產品及服務」部份所列明的宏利集團產品及服務。

Signature of Applicant

申請人簽署

Date

日期

Company Chop

## E. Payment Option 付款方法

<input type="checkbox"/> <b>Credit Card - I hereby authorise QBE Hongkong &amp; Shanghai Insurance Limited to charge all relevant premium to my credit card account, including any additional premium arising from policy endorsements</b> 信用咭—本人授權昆士蘭聯保保險有限公司從本人信用卡戶口內支取有關保單保費（包括批單保費）	
<b>Credit Card Type</b> <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard 信用咭種類	
<b>Cardholder's Name</b> 信用卡持有人姓名	
<b>Credit Card No.</b> 信用卡號碼	
<b>Amount</b> 金額	
<b>Expiry Date</b> 有效日期至	<b>Cardholder's Signature</b> 簽署
<input type="checkbox"/> <b>Cheque</b> 支票	
<b>Cheque No.</b> 支票號碼	<b>Bank</b> 付款銀行
<b>Cheque should be made payable to "QBE Hongkong &amp; Shanghai Insurance Limited"</b> 支票抬頭人請寫「昆士蘭聯保保險有限公司」	

### QBE HONGKONG & SHANGHAI INSURANCE LIMITED 昆士蘭聯保保險有限公司

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香港鰂魚涌英皇道979號太古坊濠豐大廈33樓

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## Personal Information Collection Statement 收集個人資料聲明

QBE Hongkong & Shanghai Insurance Limited ("the Company") may use the personal data collected or held about you for the following purposes:

The Company may use the personal data the Company collects about you, which may include your name, address and other contact details, date of birth, bank account or credit card details, HK ID card number, information about your dependents and health records, and which we may collect when, for example, you apply for, renew or make a claim under a policy and/or you correspond with us, for the following purposes:

### Insurance Services (mandatory)

1. processing and assessing of applications for any insurance products and daily operation of the related services;
2. administering your insurance policy and providing services in relation to your insurance policy;
3. any alterations, variations, cancellation or renewal of any insurance and related services;
4. investigating, analyzing, processing and paying claims made under your insurance policy;
5. invoicing and collecting premiums and outstanding amounts from you;
6. exercising any right under the insurance policy including right of subrogation, if applicable;
7. complying with the requirements under any law and regulation, industry codes, guidelines, requests from regulators, industry bodies, government agencies, law enforcement agencies and court orders;
8. to conduct research, insurance survey and analysis for the purpose of product design and development and improvement of our services to you;
9. for statistical or actuarial research undertaken by the Company, other members of the QBE Hong Kong Group or its regulators;
10. for the operation and administration of the Company's internal business including without limitation any corporate reorganisation;
11. contacting you for any of the above purposes; and
12. other ancillary purposes which are directly related to the above purposes.

The personal data you provide to the Company may be provided or transferred to the following persons in Hong Kong or overseas for the purposes set out in the above paragraph or directly related purposes or as otherwise permitted by applicable law:

- a. any agent, advisor, contractor or third party service provider (whether within or outside the QBE Hong Kong Group) who provides administrative, telecommunications, computer, payment, debt collection, security, research, ratings, consulting services, product design, marketing (where you have consented to direct marketing as described below), data processing or storage or related services or any other person carrying on insurance or reinsurance related business, or an intermediary, or a claim or investigation or other service provider providing services relevant to insurance business, including Manulife (International) Limited;
- b. any association, federation or similar organization of insurance companies ("Federation") that exists or is formed from time to time for any of the above or related purposes or to enable the Federation to carry out its regulatory functions or such other functions that may be assigned to the Federation from time to time and are reasonably required in the interest of the insurance industry or any member(s) of the Federation;
- c. any members of the Federation by the Federation for any of the purposes referred to in (b) above or directly related purposes;
- d. government bodies, regulators or any other body to whom the Company or any company within the QBE Hong Kong Group is required to or has agreed to make disclosure under any applicable laws or regulations;
- e. lawyers;
- f. auditors; and
- g. other insurance companies within the QBE Hong Kong Group which have undertaken to keep such information confidential.

Some of these persons may be located in countries overseas, namely Australia, where there may not be in place data protection laws which are substantially similar to, or serve the same purposes as, the data protection laws of Hong Kong. That means your personal data may not be protected to the same or similar level as in Hong Kong. However, the Company will only transfer your personal data to a service provider or overseas where the Company is satisfied that adequate levels of protection are in place to protect the integrity and security of any information being processed and compliance with applicable privacy and data protection laws.

In the unlikely event that the Company, any companies within the QBE Hong Kong Group, or its or their brands or substantially all of any of its or their assets are acquired by an unrelated third party, your personal data may be one of the transferred assets. By providing your personal data to the Company, you agree that the Company may disclose your personal data, on a confidential basis, to any prospective transferee and its professional advisors for the purposes of their due diligence investigations, the completion of any such transaction and the continued operation of the acquired business.

You do not have to provide your personal data to the Company, but if you do not provide certain personal data (for example, the information indicated as mandatory on the relevant application, registration or renewal forms, or your contact details if you send us an enquiry), it would not be possible for the Company to process your application and render the services or to otherwise correspond with you.

The Company is committed to ensuring your personal data is kept secure and confidential and not kept for longer than is necessary.

### Direct Marketing of Products and Services

To provide a more comprehensive range of financial and insurance services, the Company would like to use your name and the contact details you provide to us (for example, your mobile phone number, residential phone number, office phone number, residential address, correspondence address and email address), alongside information that you provide about your age, gender and occupation (the "Marketing Personal Data"), to provide you with direct marketing communications about the Company's products and services including but not limited to the Company's insurance, banking, financial services, provident schemes and general insurance products but the Company cannot do so without your consent.

The Company intends to share, from time to time and for money and for other property, your Marketing Personal Data with Manulife (International) Limited, Manulife Asset Management (Hong Kong) Limited, Manulife Provident Funds Trust Company Limited and any investment fund sponsored or managed from time to time by a member within the group of Manulife Financial Corporation (collectively "Manulife") or QBE General Insurance (Hong Kong) Limited for the purpose of marketing to you their insurance, investment fund, provident schemes, and other financial products and services including general insurance products and services, but we will not do so without your written consent.

If you do not want to receive any direct marketing, you may withdraw your consent at any time free of charge by contacting the Company's Data Protection Officer below.

### Your rights

You have the right to ascertain the Company's policies and practices in relation to personal data, and to obtain access to and to request correction of your personal data held by the Company. Your right to access your personal data may be subject to payment of an administrative fee. Requests for such access or correction, to withdraw consent for direct marketing, or for further information about our data privacy policies and practices, can be made in writing to the Data Protection Officer, QBE Hongkong & Shanghai Insurance Limited, 33/F, Oxford House, Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong.

昆士蘭聯保保險有限公司(本公司)所收集閣下的個人資料,包括姓名、地址及其他聯繫方式、出生日期、銀行帳戶或信用卡資料、香港身份證號碼、有關的家屬資料和醫療紀錄、以及本公司日後可能會在閣下投保、續保、索賠或與我們通信時收集的資料,本公司可能用作下列的用途:

### 保險服務(強制)

1. 處理及評估任何保險產品之申請,及有關服務之日常運作;
2. 管理閣下的保單及為閣下的保單提供相關服務;
3. 有關保險產品及服務的任何更改、變更、取消或續保;
4. 閣下保單索償的調查、分析、處理及賠償;
5. 保費通知、收集保費和款項;
6. 行使有關保險單賦予的任何權利包括代位權,如適用;
7. 遵守及符合任何法例及條例規定的要求、行業守則、指引、監管機構、相關行業認可機構、政府機構、執法機構及法庭頒令的要求;
8. 從事研究、保險調查及開發產品和設計之分析並改善本公司為閣下提供的服務;
9. 由本公司、本集團成員或其監管機構進行的統計或構算研究;
10. 本公司內部業務的運作和管理,包括但不限於公司重組;
11. 為上述任何用途與閣下聯絡;及
12. 與上述用途直接有關之其他附帶的目的。

閣下向本公司提供的個人資料可能會提供或轉送予下列在香港或海外的各方人士作前段所述的用途或直接相關的用途或其他適用法律許可的用途:

- 甲) 任何代理人、顧問、承辦商或提供行政、電訊、電腦、付賬、債務追討、保安、研究、評級、諮詢服務、產品設計、市場營銷(如閣下已如下所述同意直銷)、數據處理或儲存或有關服務的第三者服務供應人(不論是否本集團的一部分)或任何其他從事與保險或再保險業務有關的人士,或中介人,或提供索償或調查或其他與保險業務有關的服務供應人,包括宏利人壽保險(國際)有限公司;
- 乙) 現存或不時成立的任何保險公司協會或類同組織("聯會"),以達到任何上述或有關的用途,或以便聯會執行其監管職能,或其他基於保險業或任何聯會會員的利益而不時在合理要求下賦予聯會的職能;
- 丙) 透過聯會提供予任何聯會的會員,以達到任何上述(乙)中提到的或直接相關的用途;及
- 丁) 政府機構、監管機構或任何其他本公司或本集團內的任何公司根據任何適用的法律或法規必須或已經同意向其披露有關資料的機構;
- 戊) 執業律師;
- 己) 認可核數師;及
- 庚) 本集團內已承諾將資料保密的其他保險公司。

上列各方可能位於海,包括澳洲。這些海外國家保障個人資料的法律不一定與香港的有關法律相同,亦不一定能達到相同目的。即閣下的個人資料可能得不到相等於或相近於香港法律下的保障水平。然而,本公司將閣下的個人資料轉送給服務供應商或轉送到海外前,本公司會確保接收資料的一方對有關資料有足夠的保護以保障資料的完整性和安全性,並遵守相關的私隱和個人資料保護法律。

一旦本公司、本集團內的任何公司、或本集團的品牌或實質上的全部資產被無關聯的第三方收購,閣下的個人資料可能會成為被轉讓的資產之一。當閣下向本公司提供個人資料的同時,亦表示閣下同意本公司可能會,在保密的基礎上,向有關人士及其專業顧問提供閣下的個人資料,以作他們盡職調查的用途,或以完成有關交易及使被收購的企業可持續經營。

閣下有權拒絕向本公司提供個人資料。但如閣下不向本公司提供某些個人資料(如申請表格、註冊表格或續保表格上必須填寫的資料,或閣下查詢時沒有留下聯絡方法),本公司便不能夠處理閣下的申請、為閣下提供服務或與閣下聯絡。

本公司致力確保閣下個人資料安全和保密,資料的保留時間亦不會超過實際所需。

### 直接市場推廣產品及服務為提供更全面的金融和保險服務,本公司可能會使用閣下的姓名及閣下提供的聯繫方式

(如手提電話號碼、家居電話號碼、辦公室電話號碼、居住地址、郵寄地址及電子郵件地址)以及其他資料包括年齡、性別及職業(「市場推廣用途的個人資料」)作本公司產品及服務的直接促銷,包括但不限於本公司的保險、銀行及金融服務、公積金計劃及一般保險產品。但本公司在未取得閣下的同意之前不能如此使用閣下的個人資料。本公司亦打算以金錢或其他得益作回報與宏利人壽保險(國際)有限公司、宏利資產管理(香港)有限公司、宏利公積金信託有限公司及任何由宏利金融公司集團(下稱「宏利集團」)中的成員所推薦或管理的投資基金或昆士蘭保險有限公司分享閣下市場推廣用途的個人資料,以用作向閣下推銷相關的保險、投資基金、公積金計劃及其他金融產品及服務包括一般保險產品及服務。但本公司在未取得閣下的書面同意之前不能如此使用閣下的個人資料。

閣下如不欲收取任何直接市場推廣或銷售,閣下可以在任何時候聯絡本公司的資料保護主任免費撤回閣下的同意。

### 閣下的權利

閣下有權查明本公司就個人資料的政策和實務,並有權要求查閱及更正由本公司持有有關閣下的個人資料。查閱閣下的個人資料需支付行政費用。有關查閱或更正的要求,或有權撤回個人資料用於直接市場推廣的同意,或如欲索取更多有關本公司的個人資料政策和實務,可致函香港鰂魚涌英皇道979號太古坊濠豐大廈33樓昆士蘭聯保保險有限公司,向資料保護主任提出。