

Please complete the form in block capitals and tick ☒ the appropriate boxes. 請以英文正楷填寫，並在適當的空格內填上 ☒.

Details of Proposer (Employer) 申請人(僱主)資料			
Surname 姓		Given Name 名	<input type="checkbox"/> Mr 先生 <input type="checkbox"/> Ms 女士
Home Tel 住宅電話		Mobile Tel 手提電話	Email Address 電郵地址
Occupation 職業			
Home Address 住宅地址			
Place of Employment of Home Assistant/Postnatal Care Helper (if different from the above) 家務助理/陪月員工作地址 (如與上址不同)			

Details of Insurance 投保資料					
Proposed Effective Date: 建議保險生效日期：	From 由	dd 日	mm 月	yr 年	
Job Nature 工作性質	No. of Employee 僱員人數	Monthly Salary (per person) 月薪 (每人)	Coverage Period 投保年期	Total Salary (per person) 總薪金 (每人)	Premium (per person) 保費 (每人)
<input type="checkbox"/> Full-Time / Part-Time Home Assistant 全職、兼職家務助理		HK\$ 港幣	<input type="checkbox"/> 1 Year 一年	HK\$ 港幣	HK\$港幣395元
<input type="checkbox"/> Postnatal Care Helper 陪月員		HK\$ 港幣	<input type="checkbox"/> 1 Month 一個月	HK\$ 港幣	HK\$港幣395元
			<input type="checkbox"/> 2 Months 二個月	HK\$ 港幣	HK\$港幣590元
			<input type="checkbox"/> 3 Months 三個月	HK\$ 港幣	HK\$港幣790元

» Premium is applicable to (i) local home assistant who carries out general household work only, excluding driver and gardener; and (ii) local postnatal care helper. 保費只適用於 (i) 本地家務助理 (只負責一般家務工作，不包括汽車司機、花匠、園丁)；(ii) 陪月員。

» Premium loading applies if monthly salary more than HK\$30,000. 如每月薪金多於港幣30,000元，需附加額外保費。

» Minimum premium per employee is HK\$395. 每位受保僱員的最低收費為港幣395元。

» No refund for cancellation of cover for postnatal care helper. 取消陪月員保單，不設退款。

» Premium is inclusive of EC Insurance levy/surcharge. 僱員補償保險徵款已包括在保費之內。

» Premium Levy payable to the Insurance Authority by policyholders has been imposed on relevant policy at the applicable rate and would be collected through insurance companies. For further information, please visit www.asiainsurance.hk or contact: (852) 3606 9933. All the premiums listed in this leaflet exclude Premium Levy. 保監局將透過保險公司向保單持有人根據訂明的徵費率按保單保費收取保費徵費。如要進一步資料，請瀏覽本公司網頁 www.asiainsurance.hk 或致電 (852) 3606 9933。本小冊子內列出的所有保費並不包括保費徵費。

Please answer the following questions 請回答以下問題：	
(1) Are you at present insured by another insurance company for Employees' Compensation Insurance in respect of your liability to your Home Assistant/Postnatal Care Helper? 閣下現在是否已為家務助理/陪月員投保僱員補償保險？	<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否
(2) Have you lodged any insurance claim, due to accident occurred to your Home Assistant/Postnatal Care Helper at work during the past 3 years? 在過去3年內，閣下是否曾就家務助理/陪月員因工作意外受傷而向保險公司索償？	<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否
If the answer to any of the above questions is "Yes", please supply details. 在上述問題中，若有答案為「是」者，請詳加說明。	

Declaration 聲明

- I declare that the proposed Home Assistant/Postnatal Care Helper is now in good health and free from any physical impairment or physical deformity. (If this declaration is not accurate, please attach full details on a separate sheet.)
本人聲明該投保家務助理/陪月員現在身體健康良好，並無任何傷殘或缺陷。(如項聲明有任何不確，請另紙詳述。)
- I declare that the proposed Home Assistant/Postnatal Care Helper is not a member of my family permanently residing at my home and is legally employed under the law of Hong Kong.
本人聲明該投保家務助理/陪月員並非本人之同住親屬及是在符合香港法例下所受僱的。
- I hereby apply to Asia Insurance Co., Ltd. ("the Company") for insurance on the terms as set out in the Company's Asia Superior Housemaid Insurance policy. I warrant that the particulars and statements I supply in this Proposal are complete and correct and further agree that this Proposal shall be the basis of the contract between me and the Company.
本人現依據亞洲卓越家務助理保單內之條款及條件投保該項保險。謹此聲明在本投保書內填報的資料均屬正確無誤，本人同意以本投保書作為本人與亞洲保險有限公司(「亞洲保險」)保險合約之根據。
- I confirm having read and understood the Company's Personal Information Collection Statement as accompanied with this Proposal.
本人確認已閱讀及明白隨本投保書附上有關亞洲保險的收集個人資料聲明。

Signature of Proposer (Employer) 申請人(僱主) 簽署

Date 日期

Name of Agent/Broker 保險代理/經紀名稱

Important Notes to Proposer 申請人注意事項

- Any other facts known to you which are likely to affect acceptance or assessment of this insurance cover must be disclosed. If you have any doubt about what you should disclose, do not hesitate to check with the Company or your insurance agent/broker.
閣下必須盡所知呈報可能影響亞洲保險於接納或釐定此保單條款的資料，如對資料應否透露有任何疑問，請即向亞洲保險或閣下的保險代理/經紀查詢。
閣下應如實呈報有關資料，否則此保單將可能無法提供閣下所需的保障，甚至可能導致此保單無效。
- Incomplete Proposal Form will delay your application.
未經填妥之投保書會延誤閣下之申請。
- This insurance will not be effective unless the Proposal has been officially accepted by the Company.
投保須經批核，方可生效。
- The Home Assistant's /Postnatal Care Helper's age limit is 18-65 (at last birthday).
家務助理/陪月員年齡限制：18至65歲(以上次生日為準)。
- The Proposer understands, acknowledges and agrees that as a result of the purchasing and taking up this policy issued by the Company, the Company will pay the authorized insurance broker commission during the continuance of the policy including renewals, for arranging the said policy. Where the applicant is a body corporate, the authorized person who signs on behalf of the Proposer further confirms to the Company that he or she is authorized to do so.
The Proposer further understands that the above agreement is necessary for the Company to proceed with the application.
申請人明白、確知及同意，亞洲保險會就申請人購買及接受其簽發的保單，於保單有效期內(包括續保期)向負責安排有關保單的獲授權保險經紀支付佣金。假如申請人為法人團體，代表申請人簽署的獲授權人員須向亞洲保險確認他/她已獲該法人團體授權。
申請人亦明白亞洲保險必須取得申請人以上的同意，才可以處理其保險申請。
- This leaflet is not a policy of insurance. Please refer to the policy document for full details of terms, conditions and exceptions.
此小冊子並非保單，詳情請參閱保單之條款細則及不承保範圍。

Personal Information Collection Statement 收集個人資料聲明

It is the policy of Asia Insurance Co., Ltd. ("Asia Insurance") to safeguard and keep confidential the personal data of all our customers. Asia Insurance shall at all times observe and ensure our staff strictly adhere to all the requirements under the Personal Data (Privacy) Ordinance ("the Ordinance").

1. Personal Data collected and/or held by Asia Insurance

Personal data such as first name, last name, HKID Card, date of birth, email address, telephone number, policy number, medical and health records, and question or comment will be collected by us when you make enquires or submit any forms for products or services provided by Asia Insurance.

2. Importance of Personal Data Collection

From time to time, you will be requested to provide your personal data to Asia Insurance. Provision of personal data to Asia Insurance by you is voluntary. However, Asia Insurance may not be able to provide or continue to provide products and services to you if you fail to provide your personal data as requested by us.

3. Purposes of Personal Data Collection and Usage

Your personal data held by Asia Insurance may be used for the following purposes:-

- Administration of insurance or reinsurance related business, which include underwriting, processing and evaluation of applications, identity and credit checking, suitability checking, policy servicing, claims processing, investigation, account/debt collection, litigation, communications, preparing statistics, data analysis and research, internal and external audit, maintaining quality services, sales and marketing; and
- Make disclosure to any applicable regulators, governmental bodies or industry recognized bodies as required by any law, rule, regulation, code of practice or guideline, binding on Asia Insurance or our affiliates including without limitation the laws and regulatory requirements of Hong Kong SAR.

4. Personal Data Confidentiality

The personal data you provide to Asia Insurance will be kept confidential, except that it may be shared with following parties:-

- Any insurance broker, independent financial advisor acting on your behalf for any of the purposes set out in section 3a;
- Any subsidiary, holding company, associated company or affiliates of Asia Insurance for any of the purposes set out in section 3a and b;
- Any agent, contractor or third party service provider, including but not limited to providers of risk intelligence, loss adjustors, private investigators, letter shopping service providers and debt collectors who provides administrative, telecommunications, computer, internet, payment or other services to Asia Insurance for any of the purposes set out in section 3a;
- Any actual or proposed reinsurers of Asia Insurance for any of the purposes set out in section 3a;
- Any co-branding partners and our business partners for any of the purposes set out in section 3a and b; and
- Any person to whom Asia Insurance is under an obligation to make disclosure under the requirement of any law or regulation binding on or applicable to Asia Insurance or any of our group companies.

5. Personal Data Access / Correction Request

- You have the right to check whether Asia Insurance holds personal data about you and of access to and correction of your personal data;
- Asia Insurance has the right to charge a reasonable fee for the processing of any personal data access request; and
- Requests shall be made in writing to our Personal Data Protection Officer, Asia Insurance Company Limited, 16/F, Worldwide House, 19 Des Voeux Road Central, Hong Kong SAR.

6. We reserve the right to change this Statement.

維護和保密所有客戶的個人資料是亞洲保險有限公司(「本公司」)的政策。本公司會一直遵守和確保員工嚴格遵守《個人資料(私隱)條例》(「條例」)的所有規定。

1. 本公司所收集及/或持有的個人資料

在閣下查詢或提交由本公司提供的產品或服務的表格時，本公司將會收集個人資料如姓名、身份證、出生日期、電郵地址、電話號碼、保單號碼、醫療及健康紀錄、以及問題或意見。

2. 個人資料收集的重要性

本公司會不時地要求提供閣下的個人資料。向本公司提供閣下的個人資料是自願的。若閣下沒有按照本公司的要求提供該等資料，可能會令本公司無法向閣下提供或繼續提供保險產品及服務。

3. 個人資料收集和使用的目的

閣下的個人資料可能會用於以下目的:-

- 保險管理或再保險業務有關的用途，其中包括承保、處理和評估申請、身份和信用檢查、適用性檢查、保單服務、理賠處理、調查、賬戶/債務追收、訴訟、通訊、編制統計、數據分析和研究、內部/外界審計、保持優質的服務、銷售和營銷；及
- 在對本公司或其附屬機構具有約束力的任何法律、法規、規例、實務守則或指引的要求下(包括但不限於香港法例及監管的要求)，向任何適用的監管機構、政府機構或相關行業的認可機構進行披露。

4. 個人資料保密

本公司會對閣下的個人資料加以保密，但可能會與下列各方透露該等資料:-

- 任何代表閣下的保險經紀、獨立財務顧問作在第3a段中所列出的任何用途；
- 任何本公司的附屬公司、控股公司、聯營公司或聯屬公司作在第3a和b段中所列出的任何用途；
- 任何本公司的代理人、承包商或會向本公司提供行政、電訊、電腦、網際網路、付款或其他服務的第三方服務供應商(包括但不限於風險分析顧問、公證行、私人調查員、信函裝封服務機構及收數公司)作在第3a段中所列出的任何用途；
- 任何本公司的實際或建議再保險公司作在第3a段中所列出的任何用途；
- 任何品牌合作伙伴及本公司生意伙伴作在第3a和b段中所列出的任何用途；及
- 在對本公司或其任何集團公司具有約束力或適用性的任何法律或法規的要求下而使本公司有責任對其進行披露的任何人士。

5. 個人資料的查閱/改正要求

- 閣下有權查詢本公司是否持有關於閣下的個人資料及查閱這些資料及改正不準確的資料；
- 本公司有權就處理任何個人資料查閱要求收取合理的費用；及
- 有關要求須以書面提交香港德輔道中19號環球大廈16樓亞洲保險有限公司的個人資料保護主任。

6. 我們保留更改本聲明的權利。