

## Policy Change Request Form – Individual Life / Critical Illness Insurance

### 保單更改通知表格 – 個人人壽/危疾保險

You should tell us of all facts likely to influence the acceptance and assessment of this proposal. If you fail to do so, your policy may become inoperable or may not operate fully. If you have any doubt about what you should tell us, please contact us. Please complete this document with English Block.

閣下必須向本公司呈報一切真實資料。如果遺報者，可令閣下所投保之保險不能生效或不能完全生效。如閣下對應否向本公司呈報某些事項存有任何疑問，請與本公司查詢。請以英文正楷完成投保申請書。

\*Mandatory Fields 必須填寫項目

Name of Insured* 受保人姓名  _____	Policy Number* 保單號碼*  _____
Name of Policyholder (if different from Insured)*. 保單持有人姓名 (若非受保人)  _____	

Please complete your recent change of information below:

請於適當欄上填寫更改資料

<input type="checkbox"/> Address 地址  _____	Area 區域: <input type="checkbox"/> Hong Kong 香港 <input type="checkbox"/> Kowloon 九龍 <input type="checkbox"/> New Territories 新界	
<input type="checkbox"/> Home Telephone Number: 住宅電話  _____	<input type="checkbox"/> Office Telephone Number: 辦公室電話  _____	<input type="checkbox"/> Mobile Number: 手提電話  _____
<input type="checkbox"/> Email: 電郵  _____		
<input type="checkbox"/> Change of Occupation: 更改職業  _____	Name of Employer/Association: 僱主/團體組織名稱  _____	New Occupation & Job Duties: 新工作及工作性質  _____
Address of New Employer: 僱主地址  _____		Area 區域: <input type="checkbox"/> Hong Kong 香港 <input type="checkbox"/> Kowloon 九龍 <input type="checkbox"/> New Territories 新界



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- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Change of Payment Frequency<br>更改付款形式 | <input type="checkbox"/> Annually 年繳<br><input type="checkbox"/> Quarterly 季繳 | <input type="checkbox"/> Monthly 月繳 <sup>#</sup><br><input type="checkbox"/> Semi – Annually 半年繳 <sup>#</sup> |
|--|---|---|

#Only accept payment by auto debit of credit card 只接受信用卡自動轉賬

- |   |                                    |   |
|---|------------------------------------|---|
| <input type="checkbox"/> Change of Payment Method<br>更改付款方式 | <input type="checkbox"/> Cheque 支票 | <input type="checkbox"/> Credit Card 信用卡* |
|---|------------------------------------|---|

\*If the policyholder wants to change the payment method to Credit Card, please select “Payment Frequency” and provide email address below. Policyholders will receive a payment link via email when premium is due for settlement.

如果投保人選擇以信用卡繳交保費，請提供電郵地址。於保費到期時，投保人將透過電子郵件收到相關付款鏈接。

Email Address 電郵地址: \_\_\_\_\_

1. An email will be sent to the above email address.  
利寶保險將會透過電子郵件發送付款詳情至上述電郵地址。
2. The email will include both a link and payment details, including amount and policy number.  
電子郵件將包含付款連結和付款詳情、保費金額和保單號碼。
3. Upon clicking on the link, you will be redirected to Liberty Coin, our secured payment gateway.  
點擊連結後將被導向利寶安全網上付款平台 Liberty Coin 辦理付款。
4. Please proceed to make a credit card payment and send the screenshot of successful completion of payment to your Insurance Intermediary.  
請使用信用卡進行付款，並將成功完成付款的截圖發送給您的保險中介人。

- Change of Policy Ownership  
更改保單持有人

New Policy Owner's Name:  
新保單持有人姓名

Gender 性別

- Female 女       Male 男

Nationality:  
國籍

HKID / Passport Number:  
香港身份證

Date of Birth:  
出生日期

Relationship:  
關係

New Signature of Policy Owner  
新保單持有人式樣

- Change of Signature  
更改簽名樣式

New Signature of Insured:  
新受保人簽名式樣

New Signature of Policy Owner:  
新保單持有人式樣



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<input type="checkbox"/> Addition or Deletion of Supplementary Benefit 增加或取消附加契約						<input type="checkbox"/> Addition 增加附加契約						<input type="checkbox"/> Deletion 取消附加契約					
<input type="checkbox"/> Remove or Reduce Medical Rating or Exclusion 取消不保事項 或 調低 / 取消額外保費申請						<input type="checkbox"/> Exclusion 不保事項						<input type="checkbox"/> Medical Ration 額外保費					
<input type="checkbox"/> Change of Beneficiary 更改受益人 I/We hereby revoke all previous designation of beneficiary(ies) and appointment of trustee(s), if any, under the above policy(ies) and hereby designate the person(s) named below as new beneficiary(ies). 本人/吾等現撤銷上述保單之前所指定的受益人及委任的信託人(如有) · 並指定下列人士為新受益人。																	
Beneficiary's Name 受益人姓名			Relationship to Life Insured 與受保人關係			Age 年齡		HKID/ Passport No. 香港身分證/護照號碼		Share (%) 百分比		Irrevocable Beneficiary 不可撤回之受益人					
												<input type="checkbox"/> Yes 是			<input type="checkbox"/> No 否		
												<input type="checkbox"/> Yes 是			<input type="checkbox"/> No 否		
												<input type="checkbox"/> Yes 是			<input type="checkbox"/> No 否		
												<input type="checkbox"/> Yes 是			<input type="checkbox"/> No 否		

Note: if more than one beneficiary is designated, all policy proceeds will be in equal share paid to each beneficiary unless herein specified.  
 注意: 如受益人超過一人 · 除非在此列明分配比例 · 否則保單內之利益將平均分配予各受益人。

<input type="checkbox"/> Cancellation of Trust Declaration(s) and Trustee(s) Appointment 取消信託聲明及信託人之委任 I/We Hereby cancel the Trust Declaration(s) and trustee(s) appointment under the above policy(ies) made prior to the date of this form. 本人/吾等現取消在此表格簽署日期前於上述保單所訂立之信託聲明及信託人之委任。																	
<input type="checkbox"/> Appointment of Trustee for Juvenile Beneficiary 任命信託人予未成年之受益人 I/We hereby appoint _____ (the trustee name, the relationship to the life insured and the ID number of trustee) as trustee of any death benefit payable to _____ (the name of the juvenile) during his/her minority. 本人/吾等現委任 _____ (信託人姓名與受保人的關係及信託人身份證號碼) 作為 _____ (未成年受益人姓名) 於未成年期間應得之身故賠償的信託人。																	
<input type="checkbox"/> Reinstatement 復效																	
<input type="checkbox"/> Policy Termination 終止保單										Termination Effective Date 保單終止日期 _____							
<input type="checkbox"/> Other Changes Request 其他更改要求 _____																	

Any amendment on the policy will not be automatically accepted by Liberty International Insurance Limited. Liberty International Insurance Limited will only issue the respective endorsement(s) upon review and acceptance of the amendment(s).  
 任何以上保單更改必需由利寶國際保險有限公司作出個別審批及同意方可生效。如利寶國際保險有限公司同意及接受有關更改 · 我們將會以批單形式通知保單持有人。



**DECLARATION 聲明**

a) I/We hereby declare and agree that the information and answers given in this proposal form are true to the best of my/our knowledge and belief and I/We have not withheld information likely to affect the acceptance of this application.

我/我等於此投保書內所提供的資料及填報的內容就我/我等所知及所信均屬真確無訛。我/我等並無隱瞞任何資料 致使可能影響本申請會否獲得接納。

b) I/We hereby declare and agree that this application and declaration shall be the basis of the insurance contract between me/us and Liberty International Insurance Limited. I/We further agree to accept Liberty's Policy terms and conditions, exclusions and conditions to be expressed therein, endorsed thereon or attached thereto.

本投保書將會作為我/我等與利寶國際保險有限公司訂立保險契約之依據。我/我等亦接受利寶保單之條款，及所附之除外責任和背書。

I further confirm my/our agreement to all sections in this proposal form including Personal Information Collection Statement (PICS) attached to this form.

我/我等更確認同意本投保書內之所有部分，包括附於本申請書的個人資料收集聲明。

Please tick here if I/We do not consent to receive marketing communications

如我/我等不同意接受收有關直銷通訊，請在格子打勾。

\_\_\_\_\_  
Signature of Owner/Trustee (1)

保單持有人(1)簽名

\_\_\_\_\_  
Signature of Assignee (1)

受讓人簽署 (1)

\_\_\_\_\_  
Date

日期

\_\_\_\_\_  
Date

日期

\_\_\_\_\_  
Signature of Owner/Trustee (2)

保單持有人(2)

\_\_\_\_\_  
Signature of Assignee (2)

受讓人簽署 (2)

\_\_\_\_\_  
Date

日期

\_\_\_\_\_  
Date

日期



**LIBERTY INSURANCE COMPANY LIMITED – PERSONAL INFORMATION COLLECTION STATEMENT ("PICS")**

1. Liberty International Insurance Limited (referred to hereinafter as the "Company") recognizes its responsibilities in relation to the collection, holding, processing, use and/or transfer of personal data under the Personal Data (Privacy) Ordinance (Cap. 486) (the "Ordinance"). The Company will take all practicable steps to ensure the security of the Personal Data and to avoid unauthorized or accidental access, erasure, or other use.
2. For the purpose of this Statement, "Personal Data" means any data:
  - (a) relating directly or indirectly to a living individual
  - (b) from which it is practicable for the identity of the individual to be directly or indirectly ascertained; and
  - (c) in a form in which access to or processing of the data is practicable
3. The Company's products and services are intended for persons residing in Hong Kong and all payments are made in Hong Kong Dollars. The Company does not intend to or knowingly collect, hold, process, use or transfer Personal Data of any individual living within the European Union ("EU") or monitor the behavior of any EU-based individuals.

**4. Purpose**

From time to time it is necessary for the Company to collect, or be provided by your agents and/or representatives, your Personal Data (including personal information such as but not limited to your credit, motor and health records and insurance claims history) such as Personal Data of our customers (including but not limited to our online account holders, policy owners, insureds, trustees, policy assignees, claimants, and beneficiaries) collected, transferred to or held by the Company which may be used, stored, processed, transferred or disclosed or shared by us for the following obligatory and other purposes ("Purposes"), such as:

- (a) Offering, providing and marketing to you the products/services of the Company, including related companies of the Company ("our affiliates") or our business partners (see "Direct Marketing" below), and administering, supporting, maintaining, managing and operating such products/services including policies and handling your mobile and internet accounts
- (b) Processing and determining any insurance applications, requests, insurance claims and providing ongoing insurance services
- (c) Processing requests for payment and for direct debit authorization including evaluating your financial needs
- (d) Managing, investigating and analyzing any claim, action and/or proceedings made by or against or otherwise involving you, and to exercise the Company's rights as more particularly defined in the applicable policy wording, including but not limited to subrogation rights
- (e) Compiling statistics or using for accounting purposes
- (f) Meeting disclosure requirements of any local or foreign law, regulations, codes or guidelines binding on the Company, its parent and affiliated companies ("Liberty Mutual Group of Companies")
- (g) Complying with the legitimate requests or orders of the courts of Hong Kong Special Administrative Region and regulators including but not limited to the Insurance Authority, Hong Kong Federation of Insurers, auditors, governmental bodies and governmental-related establishments binding the Liberty Mutual Group of Companies
- (h) Enabling an actual or proposed assignee of the Company to evaluate the transaction intended to be the subject of the assignment
- (i) Conducting identity and/or credit checks and/or debt collection
- (j) Conducting medical or health reference checks for relevant insurance products
- (k) For the management of the IT environment and business operation
- (l) Ensuring the security of our IT environment
- (m) Detecting and investigating illegal activity, including fraud, money laundering or terrorism financing (whether such detecting and investigating is in relation to an application or insurance policy of the Company)
- (n) Comply with legal, regulatory and other good governance obligations, including responding to requests from public and governmental authorities (including those outside your country of residence) or to assist in law enforcement purposes, investigations by police or other government or regulatory authorities in Hong Kong or elsewhere
- (o) For monitoring and assessing compliance with the Company and Liberty Mutual Group of Companies policies and standards
- (p) Achieve other legitimate business purposes, for example, to carry out insurance surveys, research, and analysis, including analysis of our customer base and other individuals whose personal information we to analyze behavior, preferences, and interests, develop new products, improve our services, identify usage trends, understand the interests of our users, to plan and execute business transactions (including joint ventures and business sales) and for other legitimate business purposes
- (q) Establishing, exercising or defending legal rights of any member of the Liberty Mutual Group of Companies
- (r) assisting financial institutions with interests related to you and/or the products/services you have with the Company including enabling an actual or proposed assignee/mortgagee to evaluate the transactions you have with the Company intended to be the subject of the assignment/mortgage
- (s) To facilitate authorized service providers to provide services to the Company and/or the customers for the above Purposes
- (t) Providing third-party administration services and carrying out other services in connection with the operation of the Company's business
- (u) Facilitating the Company's authorized service providers to provide services to the Company and/or customers for the above purposes
- (v) Other purposes directly relating to any of the above; and
- (w) Any other purposes we notify you at the time of obtaining your consent

Please note that if you do not provide us with your Personal Data, we may not be able to issue your policy, process claims, or provide insurance products or services to you or process your request.



Please also ensure that you provide complete and accurate Personal Data to us and keep us updated on any changes to your Personal Data. Kindly note that if you do not provide complete and accurate personal information to us as and when it is required, it may have adverse consequences for you.

5. **Direct Marketing**

Your Personal Data collected or held by the Company, in particular, names and contact information such as telephone number, email address and postal address may be used by the Company and/or the Liberty Mutual Group of Companies to provide marketing materials and conduct direct marketing activities (including but not limited to promoting, marketing or selling of the Company, Liberty Mutual Group of Companies or co-branded insurance or financial or investment-related products or services by electronic or other means) in relation to insurance and/or financial products and services of the Company, the Liberty Mutual Group of Companies and/or other financial services providers.

This may include the use of your name, contact details, products and services portfolio information, transaction pattern and behavior, financial background and demographic data held by the Company from time to time for direct marketing and to conduct direct marketing (including but not limited to providing reward, loyalty or privileges programs of products and services that the Company, our affiliates, Liberty Mutual Group of Companies, our co-branding partners and our business partners may offer.

If you do not consent to receive such marketing communications, you may at any time withdraw your consent to the use and provision of your Personal Data for direct marketing by downloading the form.

[https://www.libertyinsurance.com.hk/sites/libertyhk/files/documents/Opt\\_Out\\_Form/Opt\\_Out\\_Form.pdf](https://www.libertyinsurance.com.hk/sites/libertyhk/files/documents/Opt_Out_Form/Opt_Out_Form.pdf)

In the absence of any "opt-out" request from the customer, the Company shall treat the application and continuation of his/her policy(ies) held with the Company as an indication of no objection to the Company's use of such Personal Data for this voluntary marketing purpose.

6. **Transfer of Personal Data**

Your Personal Data will be kept confidential and may be held or stored locally, regionally, or globally, whether in Hong Kong or out of Hong Kong.

Subject to the provisions of any applicable law, we may need to disclose your Personal Data to third parties, whether located within or outside Hong Kong for one or more of the above Purposes.

Your Personal Data may be made available to:

- (a) **Our Liberty Mutual Group of Companies:** Other Liberty Mutual affiliates may have access to and use of Personal Data in connection with the conduct of our business where appropriate in order to fulfill one or more of the above Purposes.
- (b) **Our Liberty Mutual Group of Companies**, or any other company carrying on insurance or reinsurance related business, or an intermediary
- (c) **Our Service Providers:** External third-party service providers such as but not limited to agent, contractor, banker or third-party service provider who provides administrative, telecommunications, computer, payment, banking or other services to the Company in connection with the operation of its business and Liberty Mutual affiliates in a service provider role, such as accountants, auditors, lawyers and other outside professional advisors; call-center service providers; IT systems and management, IT support and security service providers; cloud providers, research and analytics service providers; claim investigators and adjusters; and similar third-party service providers that assist us in carrying out business activities
- (d) **Other Third-Parties Service Providers** including brokers; employers; healthcare professionals; hospitals; organizations that consolidate claims and underwriting information for the insurance industry; fraud prevention organizations; other insurance companies (whether directly or through fraud prevention organization or others named herein), the police and databases or registers (and their operators) used by the insurance industry to analyze and check information provided against existing information; legal advisors, investigators, loss adjusters, reinsurers, medical and rehabilitation consultants, emergency assistance companies, medical doctor panel groups, medical advisory consultants, surveyors, specialists, repairers, accountants, financial institutions, and data processors including any interested parties with legitimate legal and/or beneficial interests in your policies, the subject matter of your policies, and/or the products/services you have with the Company
- (e) **Other Third-Parties:** To a third-party in the event of any reorganization, merger, sale, joint venture, assignment, transfer or other disposition of all or any portion of our business, assets or stock (including in connection with any bankruptcy or similar proceedings); to reinsurance companies
- (f) Credit reference agencies, financial institutions, and in the event of default, any debt collection agencies or companies carrying on claim or investigation services
- (g) Any person to whom the Company is under an obligation to make disclosure under the requirements of any law binding on the Company or any of its associated companies for the purposes of any regulations, codes or guidelines issued by governmental, regulatory or other authorities with which the Company or any of its associated companies are expected to comply
- (h) Any person pursuant to any order of a court of competent jurisdiction
- (i) Any actual or proposed assignee of the Liberty Mutual Group of Companies or transferee of the Liberty Mutual Group of Companies' rights in respect of the policy owners
- (j) Supplied to the Data Center of Liberty Mutual Group of Companies or Liberty Mutual Group of Companies in the USA may host such respective servers or may utilize third-party servers which Liberty Mutual Group of Companies would be the controller for processing, storage, and/or backup of Personal Data. Such Data Centers and/or servers are/may be located in Singapore,



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elsewhere in Asia, the United States of America, Europe, and Latin America or such other countries/territories as determined by the Liberty Mutual Group of Companies from time to time

- (k) Providers of risk intelligence for the purpose of customer due diligence or anti-money laundering screening
- (l) Other banking/financial institutions, commercial or charitable organizations with whom the Company maintains business referral or other arrangements for marketing communication if “no objection” is provided
- (m) Third-party marketing service providers and insurance intermediaries for marketing communication if “no objection” is provided.
- (n) Made available to any actual or proposed purchaser of Company business or, in the case of a merger, acquisition or other public offerings, the purchaser or subscriber for shares in Liberty Mutual Group of Companies
- (o) Supplied to an organization involved in maintaining, reviewing and developing our business systems, procedures, and infrastructure including testing or upgrading our computer systems
- (p) Provided to your representatives including your legal advisers
- (q) Made available to anyone to whom you have given your consent
- (r) Made available to other Company’s authorized service providers to provide services to you for the above purposes for which the Personal Data are to be used
- (s) As we believe to be necessary or appropriate: To comply with legal process, to respond to requests from public and government authorities including public and government authorities outside your country of residence, to enforce our terms and conditions, to protect our operations, to protect our rights, privacy, safety or property, and/or that of you or others; to detect and prevent fraud, and to allow us to pursue available remedies or limit the damages that we may sustain

**7. Data Processing Outside Hong Kong**

We may share Personal Data with one or more of our affiliated Liberty Mutual Group Companies, service providers, or with third parties for the Purposes described above. Some of these affiliated companies, service providers, and third parties may be based in other countries and may not be subject to the laws of Hong Kong.

By sharing personal information with the Company, you consent to the collection, use, processing, and transfer of such information in accordance with our Privacy Policy to the United States (where the Company’s headquarter is located) or other countries. We will take all steps reasonably necessary to ensure that your Personal Data is treated securely and in accordance with our Privacy Policy. However, you should note that where your Personal Data is disclosed to or accessed by parties located outside of Hong Kong as provided above, your personal information may not be afforded the same protections as it is under Hong Kong law.

**8. Access and Correction of Personal Data**

According to the Ordinance, you have the right to ascertain whether the Company holds your Personal Data, to access, obtain, correct and/or change any of your Personal Data held by the Company by contacting the Company’s Personal Data Privacy Officer. Requests for access and correction or for information regarding policies and practices and kinds of data held by the Company should be addressed in writing to:

**9. Data Privacy Officer**

Liberty International Insurance Limited  
13/F Berkshire House  
25 Westlands Road  
Quarry Bay, Hong Kong

- 10. Using the Data Access Request Form found at: <https://www.pcpd.org.hk/english/publications/files/Dforme.pdf>

- 11. In accordance with the Ordinance, a reasonable fee may be charged by the Company to offset the Company’s administrative and actual costs incurred in complying with your data access requests.

**In the event of any discrepancy or inconsistencies between the English and Chinese versions of this notice, the English version shall prevail.**



利寶國際保險有限公司 – 個人資料收集聲明

1. 利寶國際保險有限公司 (以下簡稱『本公司』) 根據『個人資料 (私隱) 條例』 (香港法例第 486 章) (以下簡稱『條例』) 就收集、持有、處理、使用和/或轉移個人資料承擔有關責任。本公司將採取一切可行措施以確保個人資料安全，避免未經授權或意外存取、刪除或其他用途。
2. 就本聲明而言，「個人資料」是指符合以下說明的任何資料：
  - (a) 直接或間接與一名在世人士有關的
  - (b) 從該資料直接或間接地確定有關的個人的身份是切實可行的；及
  - (c) 該資料的存在形式令予以查閱及處理均是切實可行
3. 本公司產品及服務擬向居於香港者提供，且所有款項均以港元支付。本公司不擬亦不會明知而收集、持有、處理、使用或傳輸任何居於歐盟人士的個人資料或監察任何歐盟個人的行為。
4. **目的**

本公司不時有必要收集由你或你的代理和/或代表而得來的個人資料 (包括但不限於你的信貸、汽車和健康紀錄和索償紀錄)，例如，本公司可能就以以下強制或其他目的 (「目的」) 使用、儲存、處理、傳輸、披露或分享所收集或持有的客戶 (包括但不限於網上帳戶持有人、保單擁有人、受保人、受託人、保單承讓人、索償人及受益人) 個人資料，例如：

  - (a) 向你建議、提供及推銷本公司 (包括本公司相關公司 (「本公司聯屬公司」) 或商業夥伴) 產品/服務 (請參閱下文「直接營銷」)、行政管理、支援、維持、管理及經營該等產品/服務 (包括保單)、處理你的流動及互聯網帳戶
  - (b) 處理和確定任何保險申請書、要求、保險索償及持續提供保險服務
  - (c) 處理付款事宜和直接付款授權書
  - (d) 管理、調查和分析任何索償事宜、訴訟和/或針對客戶的訴訟，以及行使本公司根據保險條款賦予的權利，包括但不限於代位權
  - (e) 從事統計資料或用於會計事務
  - (f) 履行任何對本公司、母公司和附屬公司 (『利寶互助保險集團公司』) 具有約束力的本地或海外法律、法規、守則或指引之披露要求
  - (g) 遵守香港特別行政區的法院命令和包括但不限於保監處、香港保險業聯會、核數師、政府機構和政府成立之相關監管機構對利寶互助保險集團公司具有約束力的合法要求
  - (h) 協助本公司的實質或建議承讓人能夠評核擬進行涉及有關轉讓的交易
  - (i) 從事核實身份和/或信貸審查和/或追收債務
  - (j) 為相關保險產品進行具參考用途之醫療或健康調查
  - (k) 資訊科技管理及商業營運
  - (l) 保障資訊科技的安全
  - (m) 遵從法定、監管以及其他良好管治義務，包括回應由公營及政府機構的要求 (包括你居住以外的國家)，或協助香港或其他地方的警察或其他政府或監管機構為執法而調查
  - (n) 協助本公司和利寶互助保險集團之公司政策及其標準監察及評估違規事宜
  - (o) 實現其他合法的商業目的，例如開展保險調查、研究和分析，包括分析本公司的客戶群和其他個人資料，分析他們的行為、偏好和興趣，開發新產品，改進本公司的服務，識別客戶使用趨勢，了解本公司客戶的利益，計劃和執行商業交易 (包括合資企業和業務銷售) 以及其他合法商業目的
  - (p) 建立、行使或維護任何利寶互助保險集團公司成員的法律權利
  - (q) 協助擁有與你相關權益及/或於你所持本公司產品/服務中擁有權益的金融機構，包括於你與本公司之間交易擬用作轉讓/按揭標的時，使實際或擬定承讓人/承按人得以評估該等交易
  - (r) 促使獲授權服務供應商就上述目的向本公司及/或客戶提供服務
  - (s) 提供第三方管理服務，並執行其他與本公司經營業務有關的服務
  - (t) 促進協助利寶互助保險公司的全球性配合，溝通和團隊合作





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- (u) 直接涉及任何上述的其他目的；及
- (v) 當獲得閣下同意時提及的任何其他目的

如閣下不向我們提供個人資料，我們未必能夠簽訂保單、處理索償、提供保險產品、服務或處理你的要求。

請確保你向本公司提供完整準確的個人資料，並隨時更新你個人資料的任何變更。請注意，如果你在需要時不向本公司提供完整和準確的個人資料，可能會對你造成不良後果。

**5. 直接營銷**

本公司所收集或持有的客戶個人資料，特別是姓名和聯繫資料，如電話號碼、電子郵件地址和郵政地址，可能會用以提供本公司和/或利寶互助保險集團的公司的營銷材料，並進行有關本公司、利寶互助保險集團公司的保險及/或金融產品及服務和/或其他金融服務供應商的直接營銷活動（包括但不限於通過電子或其他手段促銷、推廣或銷售本公司、利寶互助保險集團公司或聯營公司有關保險或財務或投資產品或服務）。

此或包括使用你的姓名、聯絡資料、產品及服務組合資料、交易模式及行為、財務背景及本公司所持有的人口資料作直接營銷及執行直接營銷（包括但不限於本公司、本公司聯屬公司、利寶互助保險集團的公司、合作品牌夥伴及業務夥伴所提供產品及服務的回贈、長期客戶或專享計劃）。

若你不同意收取上述營銷通訊，可隨時透過下載以下表格撤回對使用、提供你個人資料作直接營銷之用的同意。或者你可以在 [https://www.libertyinsurance.com.hk/sites/libertyhk/files/documents/Opt\\_Out\\_Form/Opt\\_Out\\_Form.pdf](https://www.libertyinsurance.com.hk/sites/libertyhk/files/documents/Opt_Out_Form/Opt_Out_Form.pdf) 下載「拒絕接受直銷推廣表格」。

如保客戶沒有“選擇退出”的要求，本公司持有之保單持續生效將被視為不反對本公司將其個人資料使用於此自願性的營銷目的。

**6. 個人資料的轉移**

本公司所持有的個人資料將予以保密，並可能會本地、區域或全球性地保留或存儲。

根據任何適用的法律條例，本公司可能根據一種或多種上述的目的需要向香港境內或境外的第三方透露閣下提供/披露的個人資料。

你的個人資料可能會提供給：

- (a) 其他利寶互助公司：其他利寶互助附屬公司可能會在適當的情況下取得和使用與本公司的業務相關的個人資料，以實現上述一項或多項目的
- (b) 任何利寶互助保險集團公司，或任何其他從事與保險或再保險業務有關的公司，或中介人
- (c) 我們的服務供應商：任何向本公司提供行政、電訊、電腦、付款、銀行或其他與業務運作有關服務，包括但不限於向本公司的代理人、承辦人、銀行家及第三方服務供應商，與本公司業務營運及利寶互助附屬公司提供服務的角色，例如會計師、審計師、律師及其他外部專業顧問、電話客戶中心服務、電腦系統和管理、電腦技術支援和保安服務、雲端、研究和分析服務供應商、辦理索償理賠或調查服務和公証行，以及協助我們展開商業活動的第三方服務 提供商
- (d) 其他第三方服務供應商包括保險經紀；僱主；醫護專業人士；醫院；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）；法律顧問、調查員、損失理算師、再保險公司、醫療及康復顧問、緊急援助公司、網絡醫生集團、醫療諮詢顧問、測計員、專家、維修人員、會計師、金融機構及數據處理員（包括任何於你保單、保單標的及/或所持本公司產品/服務中擁有合法法定及/或實益權益者）
- (e) 其他第三方：對於任何重組、合併、出售、合資、委託、轉讓或其他處置的全部或任何部分的情況下的第三方業務、資產或股票（包括任何破產或類似訴訟）；再保險公司
- (f) 信貸資料服務機構，在違約情況下，任何債務追收機構或辦理索償理賠或調查服務公司
- (g) 本公司或任何聯營公司在遵守由政府、監管機構或其他當權者推行的法規、守則或指引及履行法律責任時需要向其披露之任何人士



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- (h) 根據有司法管轄權的法院命令受權之任何人士
- (i) 利寶互助保險集團公司的實質或建議受讓人或利寶互助保險集團公司與保單持有人相關權利的承讓人
- (j) 提供給美國利寶互助保險集團公司或利寶互助保險集團公司的數據中心可以託管相應的服務器，或者可以利用利寶互助保險集團公司將成為處理、存儲和/或備份的控制器的第三方服務器個人資料。這些數據中心和/或服務器可能位於新加坡、亞洲其他地區、美國、歐洲和拉丁美洲或由利寶互助保險集團公司集團公司確定的其他國家/地區
- (k) 為客戶盡職調查或打擊清洗黑錢的篩選之風險智能供應商
- (l) 如保客戶沒有“選擇退出”的要求，與本公司保持業務轉介或其他安排上之其他銀行/金融機構、商業或慈善組織作為直銷通訊用途
- (m) 第三方營銷服務供應商和保險中介機構作為直銷通訊用途
- (n) 任何實際或建議購買者提供給公司業務，在合併、收購或其他公開發行的情況下，購買者或認購者為利寶互助保險集團公司的股份
- (o) 提供給參與維護、審查和開發本公司的業務系統、程序和基礎設施的組織，包括測試或電腦升級系統
- (p) 提供你的代表，包括你的法律顧問
- (q) 提供給已獲得你同意的人
- (r) 提供獲其他公司受權的服務供應商，在需使用個人資料向你提供有關上述項目之服務
- (s) 本公司認為必要或適當的：遵守法律程序，回應公共和政府機構（包括居住國以外的公共和政府機構）的要求，執行我們的細則及條款，保護本公司的業務營運，及保護本公司的權利、私隱、安全或財產，以及/或你或他人的；偵察和防止欺詐行為；並允許本公司補救措施或限制本公司可能遭受的損害

7. 香港以外的資料處理

本公司可能會與本公司的一家或多家聯屬利寶互助保險集團公司、服務供應商或第三方共享個人資料，以達到本公司隱私政策中所述的目的。其中一些附屬公司、服務供應商和可能位於其他國家的第三方，可能不受香港法律的約束。

通過與公司分享個人資料，你同意根據我們的隱私政策向美國（公司總部所在地）或其他國家收集、使用、處理和轉讓此類資料。我們將採取一切合理必要的措施，確保你的個人資料得到安全處理，並符合我們的私隱政策。請注意如果你的個人資料於香港以外的單位取得或使用，你的個人資料可能不會獲得與香港法律相等的保護。

8. 查閱及更正個人資料

根據條例，你有權聯絡本公司個人資料私隱主任，以查證本公司是否持有你的個人資料，存取、獲得、更正及/或修改本公司所持有關於你的個人資料。如要求查閱、更正資料或索取有關本公司政策及慣例、所持資料類別的資訊，應以書面方式向以下收件人提出：

9. 資料私隱主任

利寶國際保險有限公司

香港鰂魚涌華蘭路 25 號栢克大廈 13 樓

10. 你可在以下網址下載查閱資料要求表

格：[https://www.pcpd.org.hk/tc\\_chi/resources\\_centre/publications/forms/files/Dformc.pdf](https://www.pcpd.org.hk/tc_chi/resources_centre/publications/forms/files/Dformc.pdf)

11. 根據條例的規定，本公司在處理個人資料查閱申請時可向客戶收取合理的費用

如中、英文版本有任何歧義或不相符之處，概以英文版本為準。

