

PLEASE COMPLETE IN BLOCK LETTERS 請以英文正楷填寫

COMPANY DETAILS 公司資料

Company Name (The "Applicant") : 公司名稱 (「投保公司」) :

Affiliated Company Name (if any) : 關聯公司名稱 (如適用) :

Business Address : 商業地址 :

Registered Address (If it is different from the Business Address) 註冊地址 (如跟商業地址不同) :

Date and Place of Incorporation 公司成立日期及地點 :

Business Registration No. #: 商業登記號碼#:

Nature of Business : 業務性質:

#Please provide a photocopy. 請附上影印本。

Contact Person : ☐ Mr. 先生 ☐ Ms. 女士 聯絡人姓名:

Position : 職位:

Telephone No. : 電話號碼:

E-mail : 電郵:

PLAN DETAILS 計劃資料

NOTE 備註: 1. If the duly completed application form and the required premium are received by YF Life Insurance International Ltd. on or before the 20th of the month, the policy will come into effect on the first day of the following month, otherwise the policy will come into effect on the first day of the month after the following month. 若本公司於當月 20 號或以前接獲已填妥的投保書及應繳保費，保單將於隨後的第一個月的首天生效，否則，保單則會於隨後第二個月的首天生效。

Policy Effective Date : 保單生效日期:

Eligibility for Employees Joining the Plan : ☒ The immediate day following _____ Months' Probation 僱員參加計劃資格: _____ 個月試用期滿後的首日

Claims Reimbursement Methods : 賠償付款方法:

☐ Cheque to Employee 支票付予僱員 ☐ Cheque to Employer 支票付予僱主 ☐ Autopay (MOPS)* 自動轉帳 (澳門幣) *

*Autopay (MOPS) is only applicable for 1) Bank of China Limited (Macau) (BOCM), 2) Banco Nacional Ultramarino (BNU), 3) Luso International Banking Limited (LUSO), and 4) Banco Comercial de Macau (BCM). 自動轉帳 (澳門幣) 只適用於 1) 中國銀行股份有限公司 (澳門)、2) 大西洋銀行股份有限公司、3) 澳門國際銀行股份有限公司，及 4) 澳門商業銀行股份有限公司。

Claims Advice Methods: 賠償通知書方法:

☐ By E-mail 電郵方式 ☐ By Post 郵寄方式

Has the Company provided any medical insurance cover for its employees during the 24 months prior to the Policy Effective Date? 貴公司曾否在參加此計劃前 24 個月內有其他醫療保險計劃? ☐ Yes 是 ☐ No 否

(If yes, please attach benefits schedule, employee member list and claims experience report.) (如答「是」，請附上福利計劃表、僱員資料表及醫療賠償記錄。)

Schedule of Benefits 保障計劃內容: (Please put "✓" to complete your choice of plan benefits. 請於您所選擇的保障內容加上 "✓" 號。)

Benefit Option 福利選擇													
Benefits Class 福利級別	Hospital and Surgical Benefits 住院醫療保障				Optional Supplementary Major Medical Benefits 自選額外醫療保障	Optional Outpatient Benefits 自選門診保障							
						80% Outpatient Reimbursement 80% 門診賠償保障				100% Outpatient Reimbursement 100% 門診賠償保障			
	Plan 1 計劃一	Plan 2 計劃二	Plan 3 計劃三	Plan 4 計劃四		Plan 1 計劃一	Plan 2 計劃二	Plan 3 計劃三	Plan 4 計劃四	Plan 1 計劃一	Plan 2 計劃二	Plan 3 計劃三	Plan 4 計劃四
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Benefits Class 福利級別	Definition of Employees 受保僱員定義	Dependent Cover 家屬保障
1	<input type="checkbox"/>	<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否
2	<input type="checkbox"/>	<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否
3	<input type="checkbox"/>	<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否

Letter of Authorization 授權書

The applicant hereby confirm that the following persons^{#1} are authorized to handle all matters relating to our Company group insurance application with YF Life Insurance International Ltd., and to provide all necessary information for the purpose of due diligence process under the applicable laws. 投保公司確認下列人士^{#1} 為本公司處理所有有關與萬通保險國際有限公司之團體保險申請事宜的授權代表，及為了根據適用的法例下所指明的盡職審查程序而提交必須的資料。

Full Name of Authorized Person ^{#2} 授權人士之姓名 ^{#2}	Title 職級	Date of Birth 出生日期			Identification Document Number & Type ^{#3} 身份證明文件號碼及類別 ^{#3}	Nationality 國籍	Signature Specimen 簽名樣式
		MM 月	DD 日	YY 年			

Remarks 註: #1 If there is any change or revocation of the authority of the above-named persons, the applicant must send written confirmation to YF Life Insurance International Ltd. 如果有任何變更或撤銷上述人士的權力，投保公司必須發出書面確認予萬通保險國際有限公司。

#2 Declaration by the signatory himself is not acceptable. 恕不接受由授權人自己所作之聲明。

#3 Please provide a copy of a valid identification document (such as Hong Kong/Macau identity card and/or passport for non-Hong Kong/Macau Permanent Residents) certified by an agent/broker. 請提交一份由代理人/經紀所核實的有效身份證明文件 (例如: 香港/澳門身份證及/或非香港/澳門永久居民，則需要提供護照)。

YF Life Insurance International Ltd.

萬通保險國際有限公司

www.yflife.com

Macau Branch Office Avenida Doutor Mario Soares No. 320, Finance and IT Center of Macau,

8 Andar A, Macau

澳門分公司 澳門蘇亞利斯博士大馬路320號澳門財富中心8樓A座

Objectives of Purchasing Insurance Products 選購保險產品目標

- (a) sourcing a health insurance coverage available within specific budgetary parameters
尋找適合預算的僱員醫療保險
- (b) offering the insurance as part of a competitive employee benefits package
提供醫療保險以作為具有競爭力的僱員福利計劃的一部分
- (c) ensuring employees can access medical treatment when needed thereby reducing sickness absence and underpinning productivity as well as staff morale
確保員工在需要時獲得醫療服務，從而減少因病缺勤，並維持生產力及員工士氣
- (d) Others
其他

Declarations 聲明

The Applicant 投保公司:

1. agrees to request individual employees (if necessary) to take part in all underwriting requirements (including health examination) by YF Life Insurance International Ltd. (Macau Branch) (hereinafter referred to as "YF Life").
同意要求個別僱員（如有需要）參與萬通保險國際有限公司（澳門分行）（以下簡稱為「萬通保險」）的核保要求（包括驗身），以便作為核保之用。
2. agrees to pay all the required premiums (including tax) to YF Life.
同意支付全部之保費（連稅）予萬通保險。
3. declares that all eligible employees are actively at work on the Policy Effective Date.
聲明在保單生效日期時，所有合資格僱員皆為正常在職工作之僱員。
4. declares that all statements made in this Application Form and Employees' Enrolment Form are complete and true. The Applicant understands that this information shall form part of the Policy between the Applicant and YF Life, and shall be the basis for YF Life's acceptance.
聲明在此投保申請書及僱員登記表內陳述之資料均為完整及真確。投保公司並明白此資料可作為投保公司與萬通保險所定保單的一部份，亦視為萬通保險核保之憑證。
5. confirms that we, the Applicant, have read and understood the PERSONAL INFORMATION COLLECTION STATEMENT ("the Statement") contained in this Application Form. We, the Applicant, agree that YF Life may collect, use, store, disclose, transfer and otherwise process our personal data in accordance with the terms and conditions of the Statement. We, the Applicant, further confirm that we have obtained the express consent of all eligible employees and their dependents and any other relevant persons (if applicable) to provide their personal data to YF Life in accordance with the purposes stated in the Statement, and to allow YF Life to collect, use, store, disclose, transfer and otherwise process their personal data in accordance with the terms and conditions of the Statement.
確認吾等（投保公司）已閱讀及明白載於本投保申請書的「個人資料收集聲明」（「該聲明」）。吾等（投保公司）同意萬通保險可依照該聲明的條款收集、使用、儲存、披露、轉移及以其他方式處理吾等的個人資料。吾等（投保公司）進一步確認，吾等已獲得所有合資格僱員及其家屬和任何其他有關人士（如適用）的明示同意，可以按照該聲明所述的用途將其個人資料提供給萬通保險，並允許萬通保險可依照該聲明的條款收集、使用、儲存、披露、轉移及以其他方式處理該等個人資料。
6. agrees and understands that if dependent medical coverage is chosen, all dependents of eligible members must be enrolled; declares that all eligible dependent children enrolling under this Policy are full time students.
同意及明白如選擇家屬醫療保障，所有合資格僱員之配偶及子女必須參加；聲明所有加入此保單的合資格家屬子女皆為全日制學生。
7. declares that the Applicant has verified the identification documents of all eligible employees and their dependents upon member enrollment.
聲明投保公司已於成員申請投保時核對所有合資格僱員及其家屬的身份證明文件。
8. has read the product's Important Information and/or product brochure (if applicable) before signing this application form and fully understood the contents thereof including the key product risks, key exclusions (if applicable), premium adjustment (if applicable) of the insurance plan(s) that are applying in this application.
在簽署本投保申請書前已詳細閱讀有關產品的「重要資料」及/或產品冊子（如適用）及完全明白其內容，包括適用於本投保計劃的主要產品風險、主要不保事項（如適用）、保費調整（如適用）。
9. understands and agrees that we, the Applicant, are required to provide YF Life with certified copy of valid documents* (such as identity documents and address proofs, etc.), to the satisfaction of YF Life, for the compliance with applicable laws and regulations relevant to anti-money laundering and counter-terrorist financing, sanctions, tax, etc., to perform customer due diligence. If we, the Applicant, fail to meet the requirement, YF Life has the right to suspend all transactions under the insurance policy or deem the insurance policy terminated.
吾等（投保公司）明白及同意吾等（投保公司）必須提供符合萬通保險要求之有效證明文件副本*（例如身份證明及地址證明等）予萬通保險，讓萬通保險能進行客戶盡職審查及遵從反洗錢和反恐融資、制裁、稅務等相關的法律法規。如吾等（投保公司）未符合此要求，萬通保險有權停止辦理本保單的所有交易或視為本保單終止。
* Refer to Annex 請參閱附件
10. undertakes to advise YF Life forthwith upon any change to (i) the Applicant (such as name, registered address and ownership structure); (ii) the Applicant's shareholder(s) holding not less than 10% of its shares/ voting rights or his/her personal particulars; or (iii) the Applicant's director(s)/authorized signatory(ies)/ultimate beneficial owner(s) or his/her personal particulars; and to provide documentary proof(s) of such change to the satisfaction of YF Life forthwith upon its request.
保證會立刻通知萬通保險任何有關（i）申請人的名字、註冊地址及架構的更改；或（ii）擁有申請人不少於10%的股本或投票權的股東及其個人資料；或（iii）申請人的董事/獲授權人/最終實益擁有人的更改或其個人資料的更改，及保證如萬通保險提出要求，會立刻向萬通保險提交與該更改有關及令其滿意的文件。
11. declares that the Applicant understands, acknowledges and agrees that YF Life will pay the authorized insurance broker commission during the continuance of the policy including renewals, for arranging the said policy (including completion of any of its policy services which results in increase in insurance coverage and/or adjusted premium payment). The authorized person who signs on behalf of the Applicant further confirms to YF Life that he or she is authorized to do so. The Applicant further understands that this declaration is necessary for YF Life to proceed with the application.
聲明投保公司明白、確知及同意，萬通保險會就投保公司於保單有效期內（包括續保期），向負責安排有關保單獲授權的保險經紀支付佣金（包括完成其任何保單服務而引致增加保障及/或支付調整保費）。代表投保公司簽署的獲授權人須向萬通保險確認他/她已獲法人團體授權簽署。投保公司亦明白萬通保險必須取得投保公司同意上述事項後，才可處理有關申請。

<div>Authorized Signature & Company Chop 負責人簽署及公司印章</div>	<div>Name 姓名</div>	<div>Position 職位</div>	<div>Date: 日期:</div> <div>MM 月</div> <div>DD 日</div> <div>YYYY 年</div>
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澳門分公司 澳門蘇亞利斯博士大馬路320號澳門財富中心8樓A座

Personal Information Collection Statement (“PICS”) 個人資料收集聲明

Purposes of Personal Information Collection

Your personal information (including a record of your image or voice by whatever means and your health information) collected by or held by YF Life Insurance International Ltd. (“YF Life”) may be used for the purposes of: (1) approving, evaluating or processing your insurance application/ policy service request; (2) administering, maintaining or reinsuring your policies; (3) adjudicating your claims, or conducting any investigation or analysis of your claims; (4) providing services to you in connection to your policies; (5) data matching; (6) investigation or prevention of crime; or (7) fulfilling legal or regulatory requirements. Please note that your provision of personal data to YF Life is entirely voluntary. However, failure to provide any information required by YF Life may result in YF Life not being able to process your insurance application or provide services for your insurance policy.

Transfer of Personal Information

Your personal information collected by or held by YF Life may be transferred or disclosed by YF Life to any of the following persons (whether within or outside Hong Kong) for the purposes as specified above or to governmental/ regulatory bodies (whether within or outside Hong Kong) for them to carry out their governmental/ regulatory functions: (1) YF Life group companies and their associated/ affiliated companies; (2) financial institutions, insurance companies, intermediaries and reinsurers; (3) claims investigation companies or any companies/ persons necessary for claims assessment/ investigation; (4) industry associations/ federations and their members; (5) governmental/ regulatory bodies and law enforcement agencies; (6) crime prevention organizations and their members/ participants; and (7) service providers and selected persons which are under a duty of confidentiality to YF Life.

Access to or Correction of Personal Information

You have the right to access to, and to correct, any of your personal information held by YF Life by writing to the Personal Data Protection Officer (Address: Avenida Doutor Mario Soares No. 320, Finance and IT Center of Macau, 8 Andar A, Macau). YF Life may charge a reasonable fee for the processing of such request.

收集個人資料的目的

萬通保險國際有限公司（下稱「萬通保險」）所收集或持有的閣下的個人資料（包括任何形式的肖像、聲音及與健康有關的資料）可能會被用於下列目的：（1）批核、評審及處理閣下之投保計劃申請／保單服務要求；（2）就閣下之保單提供行政、持續或再保險的服務；（3）評核閣下索償，或就閣下之索償進行調查或分析；（4）就閣下之保單向閣下提供服務；（5）資料核對；（6）偵測或防止罪行；或（7）符合法律或合規要求。

請注意，閣下向萬通保險提供的個人資料全屬自願。然而，若閣下未能提供萬通保險所需的個人資料，萬通保險將不能處理閣下之投保申請或就閣下之保單提供服務。

轉移個人資料

萬通保險可能為達到上述目的或讓政府／監管機構（不論在香港或海外）執行其職務而向以下任何一方（不論在香港或海外）轉移或透露由萬通保險收集或持有屬於閣下的個人資料：（1）萬通保險集團成員公司及其關聯或相關公司；（2）金融機構、保險公司、中介人或再保險公司；（3）賠償調查公司及所需有關評核索償之公司及／或人士；（4）行業組織／聯會及其成員；（5）政府部門或監管機構和執法機構；（6）防犯罪組織及其會員／參與者；及（7）與萬通保險有保密協議的服務提供者及其他人士。

查閱或更改個人資料

閣下有權查閱和更改任何由萬通保險持有屬於閣下的個人資料。如有需要，閣下可與萬通保險的資料保護主任提出有關要求，並以書面方式呈交至澳門蘇亞利斯博士大馬路320號澳門財富中心8樓A座。處理上述要求時，萬通保險可能會收取合理費用。

Annex 附件:

- Original Application Form
投保申請書正本
- Copy of Valid Business Registration (BR); & Copy of Valid Business Registration (BR) for Affiliated Company (if any)
有效商業登記證副本；和關聯公司的有效商業登記證副本（如適用）
- Clear HK/Macau ID copy/Passport copy in Certified True Copy for Authorized Person on Letter of Authorization
經核實之授權人士清晰的身份證明文件副本
- Organization chart with company chop / Declaration for Company Register of Members with company chop & authorized signature / Significant Controllers Register with company chop & authorized signature (If any)
蓋上公司印章的公司架構圖 / 蓋上公司印章和授權簽名的公司成員登記冊聲明 / 蓋上公司印章和授權簽名的重大控制人登記冊（如適用）
- Clear HK/Macau ID copy/Passport Copy in Certified True Copy for Ultimate Beneficial Owner(s) owning 10% or more shares
持股相等或多於10%之最終實益擁有人經核實之清晰身份證明文件副本
- Valid Address for Ultimate Beneficial Owner(s) owning 10% or more shares
持股相等或多於10%之最終實益擁有人的有效地址

Note: Based on the information you provide, YF Life Insurance International Limited ("YF Life") may ask follow-up questions or inquiries and require you to provide further information/ documents for the purpose of issuing the insurance policy.

注意：就閣下提供的資料，萬通保險國際有限公司（「萬通保險」）可能會提出跟進問題或查詢而需要閣下進一步提供資料／文件以作簽發保單之用。