



INFORMATION CHANGE OF INSURANCE POLICY  
更改保單資料通知書

Please fill in the form and fax to 2574-7212 or email to [cs.hk@aig.com](mailto:cs.hk@aig.com) or mail to 7/F, One Island East, 18 Westlands Road, Island East, HK AIG Insurance Hong Kong Limited. For enquiry, please call our hotline 3666 7015/ 3666 7019. 請將填妥之表格傳真至 2574-7212 或電郵至 [cs.hk@aig.com](mailto:cs.hk@aig.com) 或寄回香港島東華蘭路18號港島東中心7樓。如有查詢，請致電客戶服務部3666 7015/ 3666 7019。  
(If you have applied by fax, please do not mail. 如已傳真申請，請勿重複郵寄。)

Policy No. 保單號碼		Name of Policyholder 保單持有人姓名	
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This is to inform that the following information of the above stated policy has been changed.  
以下的保單資料已經更改。

1.	Correspondence address (must complete in English Block Letters) 更改通訊地址 (請以英文正楷填寫)		
	Contact Tel. No. 聯絡電話號碼		
	Home 住宅	Mobile 手提	Office 辦公室
2.	Correction of Insured Person's Name 更正受保人之姓名	Correction of Insured Person's Date of Birth 更正受保人之出生日期	Correction of Insured Person's HKID No. 更正受保人之香港身份證號碼
3.	Coverage Item / Sum Insured 保障內容 / 保額	Add / Change of Insured Person 增加 / 更改受保人	
4.	Other Change 其他更改		

### Declaration 聲明

The policyholder/ insured person agrees that: 保單持有人/受保人同意及確認:

- the personal data collected during the application process or administration of this policy may be used by AIG Insurance Hong Kong Limited ("AIGHK") for the purposes stated in its Data Privacy Policy, which include underwriting and administering the insurance policy being applied for (including obtaining reinsurance, underwriting renewals, data matching, claim processing, investigation, payment and subrogation). (a) 美亞保險香港有限公司 ("美亞保險") 可按列於其私隱政策的用途使用於處理此保單申請或管理此保單所收集之個人資料，其用途包括核保及管理已申請的保單(包括獲取再保險、核保續保之保單、資料配對、處理索賠、調查、付款及行使代位權)；
- AIG HK may use the policyholder's/ insured person's contact details (name, address, phone number and e-mail address) to contact him/her about other insurance products provided by the AIG group (assuming AIG HK has obtained the agreement of the Insured to use such contact details for this purpose). (b) 美亞保險可使用保單持有人/受保人的聯絡資料(姓名、地址、電話號碼及電郵地址)聯絡受保人有關其它由 AIG 集團提供之保險產品(如美亞保險已獲保單持有人/受保人同意可如此使用其聯絡資料)；
- AIG HK may transfer the personal data to the following classes of persons (whether based in Hong Kong or overseas) for the purpose identified: (c) 美亞保險亦可向以下類別的人士(不論在香港或海外)轉交該些個人資料，作上述列明之用途: i) third parties providing services related to the administration of this policy, including reinsurers (per (a) above); ii) 提供有關本保單管理服務的第三者(包括再保險公司)(如上(a)項所述); iii) financial institutions for the purpose of processing this policy and obtaining policy payments (per (a) above); ii) 財務機構，作處理此申請及收取保費(如上(a)項所述); iii) in the event of a claim, loss adjustors, assessors, third party administrators, emergency providers, legal services providers, retailers, medical providers and travel carriers (per (a) above); iii) 公證人、調查員、第三者管理人、緊急支援服務提供者、法律服務提供者、零售商、醫療提供者、及交通工具機構，以處理索償事宜(如上(a)項所述); iv) for the purpose of conducting direct marketing activities (per (b) above), marketing companies authorized by the AIG group; iv) AIG 集團授權的市場推廣公司，以作直銷之用(如上(b)項所述); v) another member of the AIG group (for all of the purposes stated in (a) and (b)) in any country; or v) 其它在任何國家之 AIG 集團之成員公司，作上述(a)及(b)項所有列明之用途; 或 vi) other parties referred to in AIG HK's Data Privacy Policy for the purposes stated therein. vi) 其它於美亞保險私隱政策所列明的人士，作於私隱政策列明之用途。
- The policyholder/ insured person may gain access to, or request correction of his/her personal data (in both cases, subject to a reasonable fee), or change the option he/she previously elected in relation to the use of his/her contact details for direct marketing at any time, by writing to the Privacy Compliance Officer of AIG Insurance Hong Kong Limited at GPO Box 456 or [cs.hk@aig.com](mailto:cs.hk@aig.com). The same addresses may be used to contact AIG HK with any comments in relation to the services it provides. The full version of AIG HK's Data Privacy Policy can be found at [www.aig.com.hk](http://www.aig.com.hk). (d) 保單持有人/受保人可隨時致函到美亞保險香港有限公司之私隱事務主任(地址:香港郵政總局信箱 456 號或電郵:[cs.hk@aig.com](mailto:cs.hk@aig.com)) 查閱、或要求修改其個人資料(美亞保險可就查閱及修改要求收取合理費用)，或更改有關其個人資料被使用作直銷用途的選擇。如對美亞保險提供的服務有任何意見，可按上述地址聯絡美亞保險。美亞保險私隱政策的全文載於[www.aig.com.hk](http://www.aig.com.hk)。

Signature of Policyholder  
保單持有人簽署

Date  
日期