



Tugu Insurance Company Limited 德高保險有限公司

(Incorporated in Hong Kong) (在香港註冊成立)

28/F, China Online Centre, 333 Lockhart Road, Wanchai, Hong Kong Tel: (852)2824-2939 Fax: (852)2824-3070

香港灣仔駱克道 333 號中國網絡中心二十八樓 電話: (852)2824-2939 傳真: (852)2824-3070

Website 網址: www.tuguhk.com E-mail 電郵: info@tuguhk.com

僱員賠償保險投保書

Employees' Compensation Insurance Proposal Form

保險範圍 Cover:

保障僱主對屬下僱員因工遭受意外傷亡或患以該項業務有關之職業性疾病法律規定下之責任。

Indemnity against employers' liability at law to pay compensation in respect of bodily injury by accident or disease to their employees. 本公司之標準保單是不保障不在所保地區範圍內之法院裁判。

The indemnity under the Company's standard form of Policy will not apply in respect of judgments which are not in the first instance delivered by or obtained from a Court of competent jurisdiction in the Geographical Area covered by the Policy.

保戶名稱: **Proposer's name in full:**

營業地址: **Business address:**

營業性質: **Business:**

工作詳情: **Particulars of work:**

所有屬於僱員賠償條例下之員工均須包括在內

ALL EMPLOYEES WITHIN THE SCOPE OF THE EMPLOYEES' COMPENSATION ORDINANCE MUST BE INCLUDED

僱員工作類別 Description of employees	僱員人數估計 Estimated Number of Employees	年薪/工資及其它收入估計 Estimated Annual Salaries / Wages' & other Earnings	保險公司自用 For Office Use Only		
			保率 Rate Percent	保費 Premium	編號 Classification Number
文員 Clerical Staff 僱員使用木工機械者包括機工及勞工 Employees engaged with wood working machinery including machinists and labourers 其他僱員如下 Others, viz.					

上列僱員在過去十二個月內支付薪金,工資及其它收益為:

The total amount of salaries wages and other earnings paid by me/us to the above mentioned employees during the past twelve months was:

1. 是否需要擴展保障僱員暫時在香港以外範圍工作之僱主責任? 如需要,請列明:
Do you want the Geographical Area of the Policy to be extended to apply outside Hong Kong in respect of employees working temporarily abroad? If so, please give details:

2. 是否願意依據僱員賠償條例投保承包商之責任? 如願意,請列明:
Do you wish to insure your liability under the Employees' Compensation law(s) to the employees of sub-contractors? If so, please state:



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包商名稱 Name of Contractor	包工性質 Nature of work sublet	如合約包括勞動力與材料， 請列明合約估計承包之金額 If contract for labour and materials state estimated amount of contract	若合約只包括勞動力， 請列明包工金額 In cases for which the contract is for labour only state amount of contract

注意: 總包商或承包商必需依據一九八二年僱員賠償條例「條訂」法案之第二十節及四十節投保總包商之責任。

NOTE: THE LIABILITY OF THE PRINCIPAL CONTRACTOR MUST BE INSURED BY EITHER THE PRINCIPAL CONTRACTOR OR THE SUB-CONTRACTOR TO COMPLY WITH SECTIONS 24 AND 40 OF THE EMPLOYEES' COMPENSATION (AMENDMENT) ORDINANCE 1982.

3. 是否僱用? Do you employ?

- a) 行業外之任何散工,
any casual workers otherwise than for the purpose of your trade & business,
b) 任何外工, 或
any out workers, or
c) 任何與投保人同屋之家眷
any member of your family who resides with you
若然, 是否需要為該僱員投保?
If so, do you require cover for such employees?

- a)
b)
c)

4. 投保地點是否屬法例或法則管轄該樓宇之用途或維修?
Do your premises come within the meaning of any Law or Regulation governing the conduct or maintenance of such premises?

- a) 若然, 請列明該法例或法則,
If so, name such Laws or Regulations
b) 有無遵照該法例或法則切實執行?
Have you carried out all the obligations imposed on you by such Laws and/or Regulations?

- a)
b)

5. a) 是否裝有任何鋸牀或蒸氣, 煤氣, 水力, 電力或其它機械動力所推動力之其它機器?
Have you any circular saws or other machinery driven by steam, gas, water, electricity or other mechanical power?
b) 一切機械廠房及通道是否採用堅固柵欄防護?
Are your machinery, plant and ways properly fenced and Guarded and otherwise in good order and condition?

- a)
b)

6. 汽鍋種類? What boilers have you?

7. 請列明所用之酸性液體, 氣體, 化學原料或爆炸性及其用量?
State what acids, gases, chemicals or explosives will be used and to what extent?

8. 請列明近三年來僱主所付出之工資總額及僱員因職務而發生意外傷亡之詳細狀況:
State hereunder amount of salaries/wages paid and give particulars of number of accidents to your employees incidental to their occupation during the past three years:

年份 Year	薪金/工資及 其它收益 Salaries/Wages' & other Earnings	死亡 Fatal		暫時殘廢 Temporary Disablement only		永久殘廢 Permanent Disablement	
		次數 No.	迄今已付賠償金額 Compensation paid to date	次數 No.	迄今已付賠償金額 Compensation paid to date	次數 No.	迄今已付賠償金額 Compensation paid to date
20							



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20							
20							
		尚待解決 索賠 Claims still unsettled		尚待解決索賠 Claims still unsettled		尚待解決索賠 Claims still unsettled	
		次數 No.	估計應付費用 Estimated further cost	次數 No.	估計應付費用 Estimated further cost	次數 No.	估計應付費用 Estimated further cost
<p>9. a) 閣下現在是否已付投保或曾否投保對僱員之責任保險? Are you at present insured, or have you ever proposed for an insurance in respect of your liability to your Employees?</p> <p>b) 該投保或償保曾否被拒絕或撤回? Has any such proposal or renewal ever been declined or Withdrawn?</p> <p>c) 是否被提高保率? Has an increased rate been required?</p>				<p>a) 若然, 請列明受保公司名稱 If so, please state name of Company</p> <p>b)</p> <p>c)</p>			
10. 請列所需受保之期間 Please state period of insurance required			由 From		到 to		
<p>余/余等下列具名人願向 貴公司依據上述之保險條款投保, 余/余等同意設一正確之薪金及工資記錄表冊並於保險期屆時遵照 貴公司所需之表報格式並報實際支出之薪金及工資並繳付超過以上所估計之薪金及工資數額之保險費用。余/余等茲聲明余/余等已閱讀及審核上列之一切表報及細則均屬正確, 余/余等並無隱藏, 虛報或歪曲任何事實, 余/余等所估計之薪金及工資乃是公平者, 余/余等同意本項聲明時作為余/余等與 訂立契約之基礎。</p> <p>I/We, the undersigned, desire to effect an insurance as abovestated in terms of the Policy to be issued by the Company. I/We agree to keep a proper salaries and wages record and to render at the end of each period of insurance a statement in the form required by the Company of all salaries and wages actually paid and to pay premium on any salaries and wages paid in excess of the amount estimated above. I/We hereby declare that all the above statements and particulars which I/We have read over and checked are true, that I/We have not suppressed, misrepresented or mis-stated any material fact, that I/We have fairly estimated my/our total salaries wages and expenditure, and I/We agree that this declaration shall be the basis of the contract between me/us and the</p> <p>日期 Date</p> <p style="text-align: right;">投保人簽署及公司印章 Signature of Proposer with Company Chop</p>							



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Personal Information Collection Statement

Tugu Insurance Company Limited ("the Company") may collect personal information to enable the Company to carry on insurance business. The personal information may be used for the following purposes of:

- processing and assessing of applications for any insurance products and daily operation of the related services;
- any alterations, variations, cancellation or renewal of any insurance and related services;
- any claims or investigation or analysis of such claims;
- exercising any right under the insurance policy including right of subrogation, if applicable;
- meeting the requirements under any law and regulation, requests from regulators, industry bodies, government agencies and court order; and
- any activities directly relating to the above purposes.

The information you provide to the Company may be provided or transferred to the following parties in Hong Kong or overseas for the purposes set out in the above paragraph:

- any agent, contractor or third party service provider who provides administrative, telecommunications, computer, payment, debt collection, data processing or storage or related services or any other company 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, for any of the above or related purposes;
- 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;
- any members of the Federation by the Federation for any of the above or related purposes;
- regulators;
- lawyers;
- auditors; and
- any party under a duty of confidentiality to the Company including a group company of the Company which has undertaken to keep such information confidential.

If you do not agree to the use of your personal data for above purposes, it would not be possible for the Company to process your application and render the services.

You may seek access to and to request correction of any personal information concerning yourself held by the Company subject to payment of an administrative fee. Requests for such access or correction can be made in writing to the Data Protection Officer, Tugu Insurance Company Limited, 28/F, China Online Centre, 333 Lockhart Road, Wanchai, Hong Kong.

(If there is any inconsistency between the English and Chinese version of this Personal Information Collection Statement, the English version shall prevail.)

Privacy Policy Statement

Tugu Insurance Company Limited ("the Company") is committed to full compliance with the requirements of the Personal Data (Privacy) Ordinance, Cap.486 ("the Ordinance") in respect of the collection, use, retention and disclosure of personal information.

At all times, the Company shall endeavour to ensure all collection and/or storage and/or transmission and/or usage of personal data from individuals be done in accordance with the obligations and requirements of the Ordinance. In doing so, the Company will ensure that staff involved in handling personal data comply with the strictest standards of security and confidentiality.

We collect personal data in a number of ways. The most common circumstances in which we collect personal data are when you enquire about products we offer, you apply for an insurance product, or make a claim.

The types of personal data we collect from you will depend on the circumstances in which that information is collected. We may collect details including your name, HKID, date of birth, contact details and other personal data which is relevant to the insurance product you are applying for or the claim you are making.

The purposes for which your personal data will be used will depend on the circumstances in which that personal data is collected. We will inform you of the purposes for which we intend to use your personal data in the Personal Information Collection Statement at or before the time we collect your personal data.

Generally, we may use your personal data for the purpose for which you provided it to us; for the purposes which are directly related to the purposes for which you provided it to us; and any other purposes to which you have consented.

Your personal data may be provided or transferred to other third party. The third parties to whom your personal data will be disclosed will depend on the purposes for which that personal data is used. We will inform you of the third parties to whom your personal data will be disclosed in the Personal Information Collection Statement at or before the time we collect your personal data.

Generally, we may disclose your personal data as necessary for the purpose for which you provided it to us; for the purposes which are directly related to the purposes for which you provided it to us; and any other purposes to which you have consented.

In exceptional circumstances, we may be required or permitted by law to disclose personal data, for example to law enforcement authorities or to prevent a serious threat to public safety.

We will only retain the personal data for as long as it is necessary to fulfill the original or directly related purposes for which such data was collected, unless the personal data need to be retained to satisfy any applicable statutory, contractual or tortious obligations.

Under the Ordinance, individuals have the right to request access to and correction of their personal data held by the Company. Should you wish to access or correct your personal information held by us, please present your enquiry by writing to the Data Protection Officer of the Company at 28/F, China Online Centre, 333 Lockhart Road, Wanchai, Hong Kong. Any requests or access to and correction of personal information will be dealt with promptly and we will use our best endeavours to handle such requests before the expiry of 40 days maximum. A reasonable fee may be charged to offset the Company's administration and actual costs incurred in the complying with your data access request.

(If there is any inconsistency between the English and Chinese version of this Privacy Policy Statement, the English version shall prevail.)

Mar 2017



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個人資料收集聲明

德高保險有限公司(「本公司」)會收集個人資料以經營保險業務。個人資料會被用作下列用途：

- 處理及評估任何保險產品的申請和相關服務的日常運作；
- 修改、變更、取消或更新任何保險和相關服務；
- 任何申索或調查或分析有關申索；
- 如適用，行使任何保險單內訂明的權利，包括代位權；
- 符合任何法例和附屬法例的規定，監管機構、行業團體和政府代理的要求及法庭命令；及
- 任何與上述用途直接有關的活動。

本公司可就上一段列明的用途把閣下給予本公司的資料提供或轉交至以下列在香港境內或海外的各方：

- 任何代理、承包商或第三方服務供應商，包括提供行政、電訊、電腦、付款、收債、數據處理或儲存或相關服務的供應商，或任何其他經營保險或分保相關業務的公司、或中介人、或提供申索或調查或其他提供與保險業務有關的服務供應商，作任何上述或相關的用途；
- 任何已成立或不時成立的協會、聯會或與保險公司相似的組織(「聯會」)作任何上述或相關的用途，或協助聯會履行其規管職責或其他不時獲分配的職責，而該等職責乃是為了保險行業或聯會任何會員的利益而合理地要求；
- 聯會任何成員由聯會作任何上述或相關用途；
- 監管機構；
- 律師；
- 核數師；及
- 任何一方對本公司有保密責任，包括承諾將該等資料保持機密的本公司集團公司。

如閣下不同意使用其個人資料作上述用途，本公司則無法處理閣下的申請和提供服務。

閣下可查閱和更正本公司持有有關閣下的任何個人資料。閣下可就有關查閱和更正的要求致函至香港灣仔駱克道 333 號中國網絡中心二十八樓德高保險有限公司資料保障主任。本公司有權收取相關的行政費用。

(若此個人資料收集聲明中的中、英文版本有歧異之處，應以英文版為準。)

私隱政策聲明

德高保險有限公司(「本公司」)致力恪守第 486 章《個人資料(私隱)條例》(「條例」)有關收集、使用、保留和披露個人資料的規定。

本公司將無時無刻盡力確保所收集及/或儲存及/或傳送及/或使用的所有個人資料，須遵照條例規定的責任和要求處理。在執行上，本公司將確保負責處理個人資料的員工遵守最嚴格的保安及保密標準。

我們以多個途徑收集個人資料，當中最常見的情況包括當閣下查詢本公司提供的產品、向本公司申請保險產品或提出申索時。

我們向閣下收集個人資料所屬的類別，視乎該資料是在甚麼情況下收集，可能包括閣下的姓名、香港身份證號碼、聯絡詳情及與閣下申請的保險產品或閣下的索償相關的其他個人資料。

閣下的個人資料用作甚麼用途視乎收集該資料的情況而定。我們會於收集閣下的個人資料時或之前，在「個人資料收集聲明」內通知閣下我們打算使用其個人資料的用途。

一般而言，我們可使用閣下的個人資料作閣下提供有關資料予我們的用途、與該等用途直接相關的用途及任何其他閣下已同意的用途。

我們可提供或轉交閣下的個人資料至其他第三方。我們向哪些第三方披露閣下的個人資料，視乎該資料被用作甚麼用途。我們會於收集閣下的個人資料時或之前，在「個人資料收集聲明」內通知閣下我們打算向哪些第三方披露閣下的個人資料。

一般而言，我們可因應閣下提供有關資料予我們的用途、與該等用途直接相關的用途及任何其他閣下已同意的用途的需要而披露閣下的個人資料。

在特殊情況下，我們可因應法律規定或准許，如按照執法機關的要求或為防止危害公眾安全，披露有關個人資料。

我們保留有關個人資料的時間並不會長於達致收集該等資料原來或直接相關的用途，除非個人資料須受任何適用的法定、合約或侵權責任的規限而被保留。

根據條例規定，個人有權要求查閱和更正本公司持有關於其本人的個人資料。若閣下欲查閱或更正本公司持有關於其本人的個人資料，請致函至香港灣仔駱克道 333 號中國網絡中心二十八樓德高保險有限公司資料保障主任表達有關要求。我們會將盡快處理任何關於查閱或更正個人資料的要求，並盡力於收到有關要求的 40 天限期內予以回覆。本公司或會收取合理的費用作行政和實際成本以便處理閣下的有關要求。

(若此私隱政策聲明中的中、英文版本有歧異之處，應以英文版為準。)

2017 年 3 月