



7UDYHODXU L5H DUUDQJHPHQ WSDUWXUH % DJJDJH 'HOD\	
W6l3.ZZLp3W6l36ce4ap3% l3ZLntp3W666.ZZL	
3OHDVH WLFN WKH ER[RI WKH FO Zs5d5a7ä! (2LÉ Çg-F-	<input type="checkbox"/> 7UDYHODW6l3.ZZLp3 7U L5H DUUDQJHPHQ WSDUWXUH <input type="checkbox"/> 0LVVHSDUW % KZLntp3 % DJJDJH W666.ZZL
2ULJLQDOOKW7UW QVSRUWDWRBQ ,QI #G+BQOC.M.V p%L_Ä-! lo5A	
5HDVRQ RI #ODYHSDUUDQJHPHQW 0LVVHSDUW % DJJDJH W6l3.ZZL p3W6l36ce4ap3% l3ZLntp3W666.ZZL F,#G&`	<input type="checkbox"/> \$GYHSDUWWRKRLGLWLRQ % 7K(S;E;R;Y;E +LM #SN <input type="checkbox"/> 1DWXGLDQW @H@H 5LRW <input type="checkbox"/> 0HFKDQLFDO DQG RU HORRWRKRLKEDUFBQNBGRGWZQ Z!! L_Ä-! : 8X#p3%1%f"C4ifD <input type="checkbox"/> 6WURKWKHU LQG XVOV-11D-09D6VWLRQ <input type="checkbox"/> 2WKHU BBB

7UDYHO 'HSDUWXUH % DJJDJH	Departure Date and Time !cF\$5*6Ç\$45ée;	Arrival Date and Time !Ø_ü5*6Ç\$45ée;
W6l3.ZZLp3W6l36ce4ap3% l3ZLntp3W666.ZZL		
2ULJLQDO VFKHG XOHG LWLQH UDU\ GG PP \ \ ++ 00		
#G+W6l3 5• 6° . 5ê !@		
\$FWXDO LWLQH UDU\ GG PP \ \ ++ 00		
Hb+W6l3 5• 6° . 5ê !@		
7RWDO GHOD\ SHULRGU 0LQDFH RI GHSDUWXUH	/RFDWLRQ RI DUULYDO	
#°Y° .ZZL5ée;	+5ê !@cÄ!cF\$&Ønt	!Ø_ü&Ønt
&ODLP ,WHPV 2MKHU 5HPDU		
LÉ Çg-F-p% ~		
% DVLF VXSSRUWLQJ GLEÇFHF,605/ ZHTXLUHG		
<input type="checkbox"/> 7UDYHOLQJ 6FKHG XOHG LWLQH UDU\ #r: I	<input type="checkbox"/> +J_ól # p%QOJ"! # F\$!cF,5/ ZZñ5! ZZW6l3#G&`#r5ée;	
<input type="checkbox"/> % RDUGLERZ	<input type="checkbox"/> % LUWIKUWLILFSSOHLIFDVOXHBHGLERZ	
<input type="checkbox"/>	出世紙副本 (適用於 歲以下之受保人)	

/RVV RI RU GDPDJH WR EDJJDJH PRQH\ SHUVRQDO GRFXPHQWV	
"(Üp3µ;hW666p% 3 bayÉp% 3 bZñ ž	
3OHDVH WLFN WKH ER[RI WKH FODLP LWLQH UDU\ * ...'DPD 3h ...3HUVRQDO ERQIRQLLQJV	...% DJJDJH ...0RQH bayÉ ...3HUVRQDO GRFXPHQWV
Zs5d5a7ä! (2LÉ Çg-F-	
3ODFH RI ORVV GDPDJH	'DWH RI ORVV GDPDJH Time of loss damage (HH:MM)
"(Üp3µ;h&Ønt	"(Üp3µ;h5•6Ç 5• 6° .
	"(Üp3µ;h5ée; 5ê !@
3OHDVH GHV FULEH KRZ WKH ZSRV V(Üp3µ;h&Ønt) H KDSHQHG	

Did you report the loss to the local police, airline or carrier?*	...<HV SOHDVH 1RZ 35! \ \ ...1 R:6±
eK 35x#l-š#![5a p%QOJ"! # p%+J_ól #!Ü#òIB "(Üp	
Date of report to police (dd/mm/yy)	5HIHUHQFH QR RI WKH ORVV UHSRUW
#![5aÜ#òIB "(Ü5•6Ç 5• 6° .	:<76M•V

)XOO 'HVFULSWLRQ RI LWHPV LQFOXGLQJ ERQDQG QBH BOC XUFKDVH ERQIRQLLQJV \$PRXQW	ZsZ_ LÉ ÇV B p-"2\$A6µilU\$43V p,	!_6° #r. ¥	!_ayg6	LÉ Çayg6

% DVLF VXSSRUWLQJ GLEÇFHF,605/ ZHTXLUHG	
... 7UDYHOLQJ 6FKHG XOHG LWLQH UDU\ #r: I ...% RDUGLERZ	
... 3KRWRV VKRZLQJ WKH HPHUHQW #r: I GDPDJH 3XUFKDVH UHSDLU UHSRUW #r: I HFLHSW	
... \$OO H[FKDQJH VOLS FDKV ZLWKGUDZDO. UHFRUG & HIRUWLRU DWRI PRSSOHLFDEOH LI ,QVXU	
6±e,"(Üclay óP. 2&3f1%3x:æL"b- !c %LÁ" 60p. `DE5d ; •3ó#... bp,	
... /RVV RI GDPDJH UHSRUW IURP UHOHYDQW DXWKRULWLHV H J SROLFH	
DLUOLQH RU KRWHO	
F e.; 9sp:)*E &Ø[5ap>QOJ"! # 1%ú.?p,F\$!c ó"(Üp3µ;hÜ#ò	



0HGLFDO ([SHQVHV aSEê\cDÐ		
3OHDVH WLFN WKH ER[RZs5d5a7ä! (2LÉ Çg-F-		
... 6LFN ÇEEM V		
&Ð\$%X%JÖ " :É!çC!; EoBhpĭ	Date of symptom first appeared (dd/mm/yy) i>:É!çC!EoBh5•6Ç 5• 6° .	'LDJQR WLVF RQ HVV Yâ5_Lø7D
..., QM *U\		
3ODFH RI DFFLGHQW #•_&Ø†	DWHBFFBWE\ #•_5•6Ç 5• 6° .	'LDJQRVLV RI LQM Yâ5_Lø7D
3OHDVH GHV FULEH KRZ WKH DFFLGHQW KDSSHQHG ZsZ_~#•_M;_ö		
&ODLP LÉ Çg-F-V		
'DWH RI YLVLW YâEo5•6Ç	3ODFH RI YLVLW YâEo&Ø†	&ODLP DPRXQW LÉ Çaygö
:DV KRSVLWDOLVDWLRQ UHTXLUHG WYHRIV E ÇEEM V\YRQ 5x#fY)&Ð= (% ÷f <cEêĭ	!f5•6Ç 5• 6° .	'DWH RI GL(ÇEEM V\Y) JH !çf 5•6Ç 5• 6° .
... < HfW) ... 1 RpfY)		
4. Do you need to receive further medical treatment in the future after you returned to Hong Kong? _&†iA=x/4p>0P6<#fY)&Ð/(45•ø!53M#<cEêĭ		... < HfW) ... 1 RpfY)
% DVLF VXSSRUWLQJ G LÉ ÇEEM V\Y HTXLUHG		
<input type="checkbox"/> 7UDYHOFKHXGXS L WLFNHX#r: I ... % RDUGL ÇZB DVV <input type="checkbox"/> 2ULJLOHSD FDO 5/HKRZLWVW HDJQRVLV ... % LUWK &HUWLILFDWH DSSOLFDEOH LI ,QVXU ei6±Yâ5_Lø7D ö; 6ÖaSEê4p4, !ç %LÁ" 6Öp. ` DÐ5d ; •³ ó#• ... bp, <input type="checkbox"/> 0HGLF B SRUW CaSEê'Û#òp)*6±p,		
7ULS &DQFHOOHWLRQ 7ULS &XUWDLOPHQW #~=0Wð!³p%MÖG•Wð!³		
3OHDVH WLFN WKH ER[RI WKH FODLP LWHP V Zs5d5a7ä! (2LÉ Çg-F- ...7ULS &DQFHOOHWLRQ 7ULS &XUWDLOPHQW		
5HDVRQ RI 7ULS &DQFHOOHWLRQ 7ULS &XUWDLOPHQW #~=0Wð!³p%MÖG•Wð!³F,#G&		
Original scheduled date of departure / Scheduled date of returning Hong Kong (dd/mm/yy) #G+B!çF\$5•6Ç%#G+B&†=x5•6Ç 6° .		
(For Trip Cancellation) Date of travel arrangement made (dd/mm/yy) (For Trip Curtailment) Actual date of returning to Hong Kong (dd/mm/yy) Y)MWð!³5•6Çp)*, #-=0Wð!³p, p%4Hb+Z&†=x5•6Çp)*, MÖG•Wð!³p5• 6° .		
&ODLP LWHPV RLV ÇEEM V\HPDUNV		
% DVLF VXSSRUWLQJ G LÉ ÇEEM V\Y HTXLUHG		
... 7UDYHOLQJ 6FKHGX WLFNHXW... % RDUGLQJR B DULS &XUW Zhp ÖG Wð!³p, ... 7UDYHO GHSRVLV S ÇEEM V\UHFHLSW ... % LUWK &HUWLILFDWH DSSOLFDEOH LI ,QVXU !ç %LÁ" 6Öp. ` DÐ5d ; •³ ó#• ... bp, ... &DUULHU V DLUOLQH V WUDYHO DJHQW VU LWRWHHO F/RQRFLXPDIWR ÇRUFPUWKH DWWHQGL UHDVRQ RI FDQFHOOHWLRQ DQG DPRXQW ,DIV B B GU BHXUÇDE DHHLGH SRMLWVVR WUDYHO L DÜ5mWð!³EJ"!# `ú. ?F!ç ö6±e,eK #~-01%6ÖP¥1, Wöp>#r µ 0 DÜaSDÇF\$!ç ö6 g 5/ `zp`Zñ5!#• ... b µ+D(%_öp)*` DÐp, _&†5mçF,6 g Zñ5!		



MSIG Insurance (Hong Kong) Limited ("MSIG", "we" or "us") would ask that you take the time to read this privacy policy carefully. In case of discrepancies between the English and Chinese versions of this statement, the English version shall prevail.

PRIVACY POLICY

MSIG takes your privacy very seriously. To ensure your personal information is secure, we communicate and enforce our privacy and security guidelines according to the relevant laws and regulations. MSIG takes precautions to safeguard your personal information against loss, theft, and misuse, as well as against unauthorised access, disclosure, alteration, and destruction. Furthermore, we will not sell your personal information to anyone for any purposes. MSIG imposes very strict sanction control and only authorised staff on a need-to-know basis are given access to or will handle your personal data, and we provide regular training to our staff to keep them abreast of any new developments in privacy laws and regulations.

We will only retain your personal data in our business records for as long as it is necessary for business and tax purposes as permitted by the laws. We will require our agent, contractor or third party who provides administrative or other services on our behalf to protect personal data they may receive in a manner consistent with this policy. We do not allow them to use such information for any other purposes. If you have any questions or inquiries regarding our privacy policy, please feel free to contact us.

We may amend this Privacy Policy at any time and for any reason. The updated version will be available by following the 'Privacy Policy' link on our website homepage at msig.com.hk. You should check the Privacy Policy regularly for changes.

Personal Information Collection Statement

Personal information is data that can be used to uniquely identify or contact a single person. As our customers, it is necessary from time to time for you to supply us with your personal data in relation to the general insurance services and products ("the Product") that we provide to you and in order for us to deliver and improve the customer service. This includes but not limited to the personal data contained in the proposal form or in any documents in relation to the Product or any claim made under the Product.

Your personal data may be used for obligatory purpose. If personal data are to be used for an obligatory purpose, you **MUST** provide your personal data to MSIG if you want MSIG to provide the Product. Failure to supply such data for obligatory purpose may result in MSIG being unable to provide the Product.

The obligatory purposes for which your personal data may be used are as follows:-

- processing and evaluating your insurance application and any future insurance application you may make;
- our daily operation and administration of the services and facilities in relation to the Product provided to you;
- variation, cancellation or renewal of the Product;
- invoicing and collecting premiums and outstanding amounts from you;
- assessing and processing claims in relation to the Product and any subsequent legal proceedings;
- exercising any right of subrogation by us;
- contacting you for any of the above purposes;
- other ancillary purposes which are directly related to the above purposes;
- complying with applicable laws, regulations or any industry codes or guidelines; and
- detecting and preventing fraud (whether or not relating to the policy issued in respect of this application).



- In connection with any of the above purposes, the personal data that we have collected might be transferred to:
- third party agents, contractors and advisors who provide administrative, communications, computer, payment, security or other services which assist us to carry out the above purposes (including medical service providers, emergency assistance service providers, telemarketers, mailing houses, IT service providers and data processors);
 - in the event of a claim, loss adjudicators, claims investigators and medical advisors;
 - reinsurers and reinsurance brokers;
 - your insurance broker;
 - our legal and professional advisors;
 - our related companies as defined in the Companies Ordinance;
 - the Hong Kong Federation of Insurers (or any similar association of insurance companies) and its members;
 - the Insurance Complaints Bureau and similar industry bodies;
 - government agencies and authorities as required or permitted by law;
 - fraud prevention organizations;
 - other insurance companies (whether directly or through fraud prevention organization or other persons named in this paragraph);
 - the police; and
 - databases or registers (and their operators) used by the insurance industry to analyse and check information provided against existing information.

In order to confirm the accuracy of your personal data, you agree to provide us with authorisation to access to and to verify any of your personal data with the information collected by any federation of insurance companies from the insurance industry.

Under the relevant laws and regulations, you have the right to request access to and to request correction of your personal data held by us. If you wish to exercise these rights, please write to our Data Protection Officer at 9/F Cityplaza One, 1111 King's Road, Taikoo Shing, Hong Kong.

If you have any enquiries or require assistance with this Personal Information Collection Statement, please call us at (852) 3122 6922.

三井住友海上火災保險（香港）有限公司（下稱「三井住友保險」、「我們」或「本公司」）請您仔細閱讀下列條款與條件。如此聲明的英文版本與中文版本內容有歧異，將以英文版本為準。

私隱政策

三井住友保險極為重視您的私隱。為了保障您的個人資料，我們以有關法例及規例為準則，向公司內部傳達並執行我們定立之私隱及保障指引。三井住友保險採取預防措施以保障您的個人資料免遭受遺失、盜竊、誤用，以及在未經許可之情況下被取用、洩露、更改及破壞。此外，我們均不會出售您的個人資料給任何人。三井住友保險嚴格執行認可管制，只容許獲授權之職員在必需要的情況下，取用或處理您的個人資料。我們會向職員定期提供培訓，確保他們知悉任何有關私隱法律及規例的新發展。

我們只會在法律容許並必需用於業務及稅務用途之情況下，保留您的個人資料作為我們的業務記錄。我們會向以本公司之名義提供行政或其他服務之代理、承辦商或第三者，要求他們遵循本政策保護有可能收到的個人資料。本公司不會容許他們使用有關資料於任何其他目的。如您對我們的私隱政策有任何疑問，歡迎聯絡我們查詢。

我們可能不時修改此範本。修改後的範本可於本公司網頁 msig.com.hk 下載。您應定期查閱此範本所修改的內容。

個人資料收集聲明

個人資料是可以用作獨立識別或聯絡個別人士之數據。貴為我們的客戶，您須向我們不時供給與我們提供之一般保險服務及保單產品（下稱「保單」）相關的個人資料，讓我們可向您提供客戶服務及改善服務質素。當中包括但不限於您在申請表填寫或任何與保單有關之文件上或任何透過保單索償上所載之個人資料。

您的個人資料可被用於強制性用途。如個人資料是用於強制性用途，而您希望三井住友保險提供有關保單，則您必須向三井住友保險提供有關個人資料，否則三井住友保險將不能向您提供有關保單。

您的個人資料可被用於以下強制性之用途：

- 處理及審批您的保險申請或您將來提交的保險申請；
- 向您提供與保單及核保相關之日常運作及行政用途；
- 保單之更改、取消或續保用途；
- 發出繳交保費通知及向您收取保費及欠款；
- 評估及處理透過保單索償及任何繼後法律訴訟之用途；
- 由本公司行使代位權利之用途；
- 就以上用途聯絡您；
- 其他與上述用途有直接關係的附帶用途；
- 遵循適用法律，條例及業內守則及指引；及
- 偵測和防止欺詐行為（無論是否與就此申請而發出的保單有關）所需的目的。

就任何上述的用途，我們所收集的個人資料可能會被轉移至：

- 向我們提供行政、通訊、電腦、付款、保安及其他服務的第三方代理、承包商及顧問（包括：醫療服務供應商、緊急救援服務供應商、電話促銷商、郵寄及印刷服務商、資訊科技服務供應商及數據處理服務商）；
- 處理索賠個案的理賠師、理賠調查員及醫療顧問；



- 再保公司及再保經紀；
- 您的保險經紀；
- 我們的法律及專業業務顧問；
- 我們的關連公司（以《公司條例》內的定義為準）；
- 香港保險業聯會（或同類的保險公司聯會）及其會員；
- 保險投訴局及同類的保險業機構；
- 法例要求或許可的政府機關；
- 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；及
- 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)。

為了確保您的個人資料之準確性，您同意授權本公司查閱並核實任何由保險業內保險公司聯會所收集有關您的個人資料。

根據有關法例及規例，您有權查閱及更正本公司所持的任何載有您的個人資料之記錄。如您欲行使以上權利，可以書面形式投寄至香港太古城英皇道 1111 號太古城中心第一期 9 樓三井住友海上火災保險（香港）有限公司，通知本公司的資料保護主任。

如您對此個人資料收集聲明有任何疑問或須協助，請致電(852) 3122 6922 與我們聯絡。