

更改個人資料申請書 Request For Personal Details Change Form



請在適當方格內加上「√」號，並以正楷填寫。Please put a '√' in the appropriate box and complete in BLOCK LETTERS

保單編號 Policy No. _____	保單持有人姓名 Name of Policyholder(s) _____	受保人姓名 Name of Life Assured(s) _____
-----------------------	---------------------------------------	-------------------------------------

以下更改適用於 The following changes apply to :

- 保單持有人 Policyholder
 受保人 Life Assured
 受讓人 Assignee

1 更改地址或電話號碼 Change of Address or Telephone Number

- 通訊地址 Correspondence Address
 住址 Residential Address (恕不接受郵政信箱地址 P.O. Box address is not acceptable)
- 更改本人/吾等旗下所有保單 All my policy(ies) *
 只更改以上保單 Only for the above mentioned policy

* 如閣下沒有指示，本公司將更改閣下所有保單的通訊地址及住址。

Both correspondence and residential address will be changed for all the policy(ies) under the same Policyholder if not indicated.

室 Room/Flat _____	樓 Floor _____	座 Block _____	大廈名稱 Building Name _____
屋苑/屋邨 Court/Estate Name _____		街道名稱 Street/Road _____	
地區 District _____	<input type="checkbox"/> 香港 HK <input type="checkbox"/> 九龍 KLN <input type="checkbox"/> 新界 NT	國家 Country _____	郵區號碼 Postal Code _____
住宅電話 Home Telephone No _____	辦公室 Office Telephone No _____	手提電話 Mobile Phone No _____	
電郵地址 E-mail Address: _____			

2 更改客戶資料 Change of Personal Details (請附上相關證明文件之副本 Please attach copies of supporting documents)

2.1 更改姓名 Change of Name

英文姓氏 Surname: _____ 英文名字 Given Name: _____

中文姓名 Chinese Name: _____

2.2 更改國籍 / 出生日期 / 身份證明號碼及其他更改 Change of Nationality / Date of Birth / Identity No. and Other

國籍 Nationality: _____ 出生日期 Date of Birth: _____

香港身份證 / 護照 / 出生證明號碼 HKID / Passport / Birth Certificate No.: _____ 性別 Sex: _____

其他 Other: _____

3 更改簽名式樣 Change of Signature Specimen

原本簽名式樣 Old Signature Specimen: _____ 新簽名式樣 New Signature Specimen: _____

聲明及授權

本人 / 吾等明白星展銀行(香港)有限公司(星展集團成員)(“銀行”)為 Aviva 的保險代理，本人 / 吾等同意所有由銀行不時發出予客戶的有關資料政策、通知及其他關於客戶資料的其他通訊均適用。客戶可向銀行分行索取該等資料，或瀏覽銀行網頁(www.dbs.com/hk)。本人 / 吾等亦同意所有 Aviva 收集或持有(包括 Aviva 得自其他來源、或因客戶與 Aviva 的關係而獲得)有關本人 / 吾等的資料(包括個人資料)(“資料”)，Aviva 可使用作(i)處理本人 / 吾等的申請及提供其稍後的服務、其他金融產品及服務(包括款項處理、理賠、轉讓處理、調查及 / 或理賬)；(ii)直銷推廣，及與本人 / 吾等聯絡；(iii) 遵守適用的法律和法規及採取任何可能不利於客戶利益的行動(例如拒絕任何申請或採取法律行動)(以下統稱為“用途”)。

本人 / 吾等亦同意 Aviva 可就用途而(a)向其他組織、機構或人仕引證或收集有關本人 / 吾等的資料；(b)轉移資料至香港特別行政區以外任何地區，包括新加坡；及(c)將資料比較或核對(以下統稱為“進一步用途”)；及因用途與進一步用途而透露資料給予 Aviva 有關人士 / 機構或任何被選定的第三者(在本港或海外的)，包括再保險公司、本人 / 吾等的經紀、賠償調查公司、情報資訊服務提供商及有關的行業 / 聯會。

本人 / 吾等明白本人 / 吾等有權查閱 Aviva 所持有有關本人的個人資料及要求改正有關個人資料。有關要求必須以書面形式通知 Aviva 顧客服務部客戶中心經理，地址為香港太古城英皇道 1111 號太古城中心第一期 1701 室。本人 / 吾等明白如本人 / 吾等欲拒絕接收由 Aviva 發出的直銷推廣刊物，有關要求亦必須以書面形式通知 Aviva (地址同上)。

如本人 / 吾等及所有受保人不能提供任何此申請書所需的資料，貴公司可能因此不能接受此服務申請。

本人 / 吾等謹此要求本人 / 吾等之保單依照本申請書之選擇作出更改，本人 / 吾等代表本人 / 吾等 / 及所有受保人明白並同意：(1) 要求更改或增加保額或投資金額時所需之可證明將包括本申請書及健康狀況聲明，並需符合下列條件方可生效：(a) 繳清所有申請所需之款項；(b) 該申請是於受保人在生及仍可受保之情況下經貴公司批核；(c) 該申請必須符合保單條款及細則之內容。(2) 本申請書及所需之可證明將成為保單更改之根據，並成為保單之一部份，如有特別註明者除外。

DECLARATION AND AUTHORISATION

I / We, the undersigned, understand that DBS Bank (Hong Kong) Limited (a member of the DBS Group) (“the Bank”) is acting as an insurance agent of Aviva. I / We agree that the applicable data policies, notices and other communications to customers concerning their personal information from time to time issued by the Bank shall apply. Copies are available from its website (www.dbs.com/hk). I / We agree that all information relating to me/us (including personal information) collected or held by Aviva (including those obtained by Aviva from any other sources or that arises from my/ our relationship with Aviva (“the Data”) may be used by Aviva for the purposes of (i) processing of my/our application and the provision of subsequent services for this and other financial products and services (including payment/claim/assignment processing, investigation, and/or account collection); (ii) direct marketing and to communicate with me/us, (iii) complying with the applicable laws and regulations and taking any actions that may be adverse to my / our interest (e.g. declining any application or taking legal actions) (collectively, the “Purposes”).

I / We further agree that Aviva may, for the Purposes, (a) verify and collect information about me/us from other organisations, institutions or other persons; (b) transfer the Data outside the Hong Kong SAR including to Singapore; and (c) compare or matching the Data (collectively, “Further Uses”) and for the Purposes and Further Uses, disclose the Data to individuals / organisations associated with Aviva or any selected third party (within or outside of Hong Kong), including reinsurance company, my/our broker, claims investigating companies, intelligent information provider, and industry / federations.

I / We understand that I / We have the right to obtain access to and to request correction of my / our personal information held by Aviva. Request must be made in writing to the Contact Centre Manager of Customer Services Department of Aviva at Suite 1701, Cityplaza One, 1111 King's Road, Taikoo Shing, Hong Kong. I / We also understand that if I / we do not wish to receive direct marketing materials from Aviva in the future, request must be made in writing to Aviva at the same address.

If I / We/ and all Covered Person(s) fail to provide any information requested in this application, it may result in the Company's inability to accept this service application.

I / We hereby request that my/ our policy shall be changed in accordance with the particulars set out in this application and I / We understand and agree on behalf of myself/ ourselves/ and all Covered Person(s) that: (1) The request for change or addition of sum assured or investment which requires evidence of insurability shall consist of this application and the Health Declaration and shall not take effect unless all of the following conditions are met: (a) any required payment for the application is paid in full, (b) the application is approved by the Company at its Head Office during the lifetime and continued insurability of the persons insured by the policy, (c) the application must fulfill the policy terms & conditions. (2) This application and the evidence of insurability of the Life Assured(s) if required by the Company shall be the basis for change in the policy and will form part of the policy unless otherwise specified.

見證人簽署 Signature of Witness	保單持有人簽署 Signature of Policyholder(s)	*受保人簽署 (如非保單持有人) *Signature of Life Assured(s) (If other than Policyholder)	受讓人/不可撤換受益人簽署 Signature of Assignee/ Irrevocable Beneficiary
姓名 Name: _____	姓名 Name: _____	姓名 Name: _____	姓名 Name: _____
日期 Date: _____	日期 Date: _____	日期 Date: _____	日期 Date: _____

*滿 18 歲或以上之人士必須簽署。Signature is required for the person whose age is 18 or above.

Aviva Life Insurance Company Limited

Suite 1701, Cityplaza One, 1111 King's Road, Taikoo Shing, Hong Kong. 香港太古城英皇道 1111 號太古城中心第一期 1701 室

Tel 電話: 3550 9600 Fax 傳真: 2907 1787 Website 網址: www.aviva.com.hk

DBS/PS/FORM/CHGID/201108

Page 1 of 1