

POLICY NUMBER 保單號碼		NAME OF EMPLOYER 僱主名稱	
NAME OF EMPLOYEE 僱員姓名		HK I.D./CERT. NO. 身份證/證書號碼	RESIDENT ADDRESS 住址
NAME OF PATIENT 病者姓名		RELATIONSHIP WITH EMPLOYEE 與僱員關係	
DATE OF CONSULTATION 診症日期 (MM/DD/YY 月/日/年)	RECEIPT CHARGES 收據金額	If treatment is related to pregnancy, please provide the expected date of delivery 若治療與懷孕有關，請填寫預產期	
1.			
2.			
3.			
		MM/DD/YY (月/日/年)	

### Declarations & Authorizations 聲明及授權

I declare that I am the insured member of the above mentioned policy and all the information supplied by me on this form is complete and true to the best of my knowledge and belief. I also declare that I have read and understood the Personal Information Collection Statement stated below. I authorize any medical attendant, hospital, clinic, insurance company or other organization, institution or person, who has any records or knowledge of me or my health to divulge to MassMutual Asia Ltd. ("MMA") any information required for the purpose of evaluating the claims application. A photocopy of this authorization shall be as valid as the original. I also confirm that the claims information regarding myself may be released to my Employer or related parties from MMA. I also declare that there is no change to my record provided by the Employer upon my enrollment, and if there are any changes to my record, I shall forthwith provide documentary proofs of such changes satisfactory to MMA, and I authorize MMA to obtain from and verify my personal information with my Employer for the purpose of conducting due diligence under the relevant laws and regulations. 現聲明本人乃上述保單之受益成員，就本人所知及所信以上所填報之資料均正確無訛。本人亦聲明已閱讀及明白下列個人資料收集聲明。本人茲授權持有本人健康或任何資料之註冊西醫、醫院、診所、保險公司、機構、協會或人仕，可以將有關資料提供予美國萬通保險亞洲有限公司（「美國萬通」），作為賠償申請之參考。此授權書之副本與正本有同等效力。本人亦同意美國萬通可向本人之僱主或相關人士提供有關本人之索償資料。本人亦聲明由僱主於登記時所提供有關本人的資料並沒有任何更改，如有關的資料有任何更改，本人會立刻向美國萬通提供與更改有關的及符合美國萬通要求之證明文件。本人亦授權美國萬通向本人之僱主索取及核實本人的個人資料，作為於有關法例及規例下進行盡職審查之用。

### Personal Information Collection Statement 個人資料收集聲明

The information you provide to MassMutual Asia Limited or its Consultants (whether or not the information was supplied by you in this application or otherwise) is collected to enable the Insurer to carry on its insurance business and may be used for the purposes of: - (1) evaluating and processing policy service requests, administering and reinsuring your insurance coverage with the Insurer; (2) adjudicating any insurance or related claims, or conducting any investigation or analysis of such claims; (3) promoting and providing any insurance or financial related product or service or any addition, alteration, variation, cancellation, renewal or reinstatement of such product or service; (4) exercising any right of subrogation; (5) calculating premiums or benefits; (6) data matching and direct marketing; (7) communicating with any person or organization relating to this and other insurance claims; (8) any other purpose relating to the settlement of your insurance coverage with the Insurer; and may be used, held, transferred or disclosed to (1) any related individual or company associated with the Insurer or any other company carrying on insurance or reinsurance related business or any intermediary or a claims or investigation or other service provider providing services relevant to insurance business or professional advisers for any of the above or related purposes; (2) any association, governmental authority of federation of insurance companies ("Authority") that exists or is formed from time to time for any of the above or related purposes or to enable the Authority to carry out its regulatory functions or such functions that may be assigned to the Authority from time to time and are reasonably required in the interest of the insurance industry or any members of the Authority; and (3) any selected party as we may consider necessary whether within or outside Hong Kong. You and all Relevant Persons have the right under the Personal Data (Privacy) Ordinance or the Law Relating to the Protection of Personal Data to have access to, and to correct any of your personal data held by the Insurer. Request whereof shall be made in writing and addressed to the Manager of the Employee Benefit, and delivered to the Insurer's head office at 27/F, MassMutual Tower, 33 Lockhart Road, Wanchai, Hong Kong; or Macau office at Avenida Praia Grande No. 517, Edificio Comercial Nam Tung 16-E2, Macau. 閣下提供的資料(不論是藉閣下於本申請中或透過其他途徑所提供)，為美國萬通保險亞洲有限公司或其顧問提供保險業務所需，並可能使用於下列目的：(1) 評審及處理保單服務要求，就閣下於本保險公司之保險保障提供行政及再保險服務；(2) 評核任何保險或相關索償，或就該等索償進行任何調查或分析；(3) 推銷及提供任何與保險或財務有關的產品或服務，或就該等產品或服務所作的任何增加、更改、變更、續期或復效；(4) 行使任何代位權；(5) 計算保費或得益；(6) 資料核對及直接銷售；(7) 聯絡與此或其他保險索償有關的人士或機構；(8) 任何關於賠償閣下於本保險公司的保險保障的其他用途；及可能披露予(1) 任何與本保險公司有聯系的有關個人或公司，或任何其他從事與保險或再保險業務有關的公司，或與任何保險業務有關的中介人或索償或調查或其他服務提供者，或專業顧問以達到任何上述或有關目的；(2) 任何團體、政府機構或現存或不時成立之任何保險公司協會或同類組織(「該等機構」)以達到任何上述或有關目的，或以便該等機構執行其監管職能，或其他基於保險業或任何該等機構會員的利益益而不時在合理要求下賦予該等機構的職能；及(3) 任何本保險公司認為有需要之有關人等(不論在香港或以外)。根據個人資料(私隱)條例或個人資料保護法，閣下及所有有關人士有權查閱和更正本保險公司持有閣下或有關人士的個人資料。閣下或有關人士可以書面方式交本保險公司位於香港灣仔駱克道33號美國萬通大廈27樓的總公司；或位於澳門南灣大馬路517號南通商業大廈16樓E2座的澳門分公司，向僱員福利部經理提出有關要求。

SIGNATURE OF PATIENT (18 YEARS OF AGE OR OVER) 病者簽署(如超過十八歲)

SIGNATURE OF EMPLOYEE 僱員簽署

DATE (MM/DD/YY) 日期(月/日/年)

**MassMutual Asia Ltd. 美國萬通保險亞洲有限公司**

Hong Kong Head Office-27/F, MassMutual Tower, 33 Lockhart Road, Wanchai, Hong Kong

Macau Branch Office-Avenida Praia Grande No. 517, Edificio Comercial Nam Tung 16-E2, Macau

香港總公司-香港灣仔駱克道33號美國萬通大廈27樓

澳門分公司-澳門南灣大馬路517號南通商業大廈16樓E2座

Email電郵：ebinfo@massmutualasia.com

EB Enquiry System 僱員福利查詢系統：

www.massmutualasia.com/EBweb/

EB0201/1611/1

Please read "Important Notes" overleaf. 請細閱背頁之「注意事項」

## **IMPORTANT NOTES 注意事項**

1. **This form must be fully completed and signed by the employee and the patient, otherwise the claim processing will be delayed.**  
此表格必須全部由僱員及病者填寫及簽署，否則賠償處理將被延誤。
2. **If you need us to return the original receipts to you after processing, please state your request on the top of this claim form together with your signature. Please note that claim documents will not be returned after 3 months from the submission date.**  
如您需要本公司於索償處理後退回收據正本，請於此申請表表格上方列明並在旁簽署。請注意，於索償文件遞交日起計三個月後，本公司概不退回有關索償文件。
3. **This form is only applicable to single patient's clinical consultations. For minor operations and other medical expenses, please complete "Group Hospitalization and Surgical Claim Form".**  
此表格只限於門診賠償，每表格只供一病者使用。小手術及其他醫療費用之索償，請填妥「團體住院及手術賠償申請表格」。
4. **Original receipt must bear the following information: (a) Date of consultation; (b) Name of patient; (c) Breakdown of charge and (d) Diagnosis. The receipt must bear the attending doctor's signature and stamp.**  
醫生收據正本必須附有（甲）診症日期、（乙）病者姓名、（丙）各收費項目（丁）病症等資料，並需附有醫生簽署及蓋章。
5. **Attending doctor's referral letter must be submitted with this form if you are claiming for Specialist Consultation, X-ray & Lab. Test, Physiotherapy, Chiropractic treatment and Prescribed Medicine reimbursement.**  
凡申請專科診治、X 光化驗、物理治療、脊椎治療及藥物處方賠償，需連同醫生轉介信，一併交回本公司。
6. **For Chinese Medicine's Treatment, original copy of the official receipt and prescription sheet issued by the Chinese Medicine Practitioner with clinic stamp and doctor's signature are required.**  
如欲申請中醫治療的賠償，必須提交由中醫師發出並附有診所蓋章及醫生簽署的正式收據及藥方的正本。
7. **Please submit original receipts and this claim form within ninety (90) days after the treatment date, otherwise claims will be declined.**  
請於治療後九十日內遞交正本收據及此申請表，否則賠償申請將不獲處理。