MassMutual FINANCIAL GROUP℠

Group Accident Benefit Claim Form
團體人壽保險意外傷亡保障申請表

Policy Owner/Name of Employer 保單持有人/僱主名稱 : _____ Policy No. 保單編號 : _____

Name of Insured 受保人姓名 : _____ HKID/Passport No. 身份証/護照編號 : _____

Name of Claimant 索償人姓名 : _____ HKID/Passport No. 身份証/護照編號 : _____

Residential Address 住址 : _____

The issue of this form is in no way an admission of liability. No fee, commission or charge of whatever nature is required to be paid to the employees or agents of the company with respect to this claim. Both Part I and Part II have to be completed. 發出此申請表並不表示本公司已接納是次索償申請。在此索償過程中，索償人無需支付任何性質之手續費予本公司之僱員或營業員。敬請填妥第一及第二部份。

PART I : Particulars 第一部份：詳情

1. Present Occupation and Exact Duties : 現時職業及實際職務	
2a. Date of Employment : 受僱日期	a.
b. Date last at active full time work : 最後全職工作日期	b.
3a. When and How did the accident happen ? 是次意外發生日期，時間及如何發生	a.
b. Where did it happen ? 何處發生	b.
c. To which police station the accident was reported and what was the police reference number ? 報警署名稱及檔案號碼	c.
4a. Give name and address of your medical attendant(s) for the accident. 診治醫生姓名及地址	a.
b. Give details of hospitalization. 留院詳情	b.
5a. When did you stop work after suffering the disability ? 何時停止工作	a.
b. When did you return to work ? 何時恢復工作	b.
c. When do you expect to return to work if you are still off work ? 如現時仍未恢復工作，閣下預料何時恢復工作	c.

DECLARATION 聲明

I, the undersigned, hereby declare and agree on behalf of myself and all Relevant Persons that all information deposed hereinabove, whether it is written by me or not, is true and complete to the best of my/our knowledge and belief and I have not withheld any material information connected with this claim. I have also read and understood the Personal Information Collection Statement stated below and provide the information herein on a voluntary basis. However, I understand that failure to provide information as per MassMutual Asia Ltd ("MMA")'s request may result in MMA being unable to process this claim. This claim form and all other documents submitted to MMA for this claim shall be the property of MMA, and will be non-returnable under all circumstances. 本人，即下方簽署者，現謹此代表本人/所有有關人士同意聲明上述披露之一切資料，不論是否由本人手寫，就本人所深知及確信均屬完整並真確無訛。本人就本申請並無隱瞞任何重要資料。本人亦已閱讀及明白下述的個人資料收集聲明。本人在此提供的資料均屬自願。本人明白若本人未能依據美國萬通亞洲有限公司（「美國萬通」）要求提供資料，可導致美國萬通不能處理本索償。本申請表及一切其他文件在遞交給美國萬通後便會成為美國萬通的財產。在任何情況下均不會獲得退回。

AUTHORIZATION 授權

I hereby authorize on behalf of myself/the insured and all Covered Person(s) (1) any individual or organization (including but not limited to any employer, registered medical practitioner, hospital, clinic, insurance company, bank, police, governmental department, private or public institution) that has any record, statement, information of mine/the insured or any of the Covered Person(s) (whether medical or otherwise) to release, disclose or transfer all the information to MMA or its representatives for the purposes of assessing and processing any insurance claim. (2) MMA or any of its appointed medical examiners or laboratories to perform the necessary medical assessment and/or tests to evaluate my/the insured's or any Covered Person(s)'s health status in related to this claim. I hereby acknowledge that (1) this authorization shall be binding on my successors and assignees and remain valid and subsisting notwithstanding my death or incapacity for whatever reasons; (2) A photostat copy of this authorization shall be as valid as its original. 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 the Employer for the purpose of conducting due diligence under the relevant laws and regulations. 本人現授權代表本人/所有受保人(1) 任何擁有本人/吾等任何記錄、供詞、資料(不論是否醫學資料)之人士或機構(包括但不限於任何僱主、註冊醫生、醫院、診所、保險公司、銀行、警察、政府部門、公共或私營機構)向貴公司或其代表發放、披露或轉交任何與評核及處理保險索償申請有關的資料。(2) 貴公司或任何由貴公司指定的醫務人員或化驗所可就本申請對本人/所有受保人進行有需要之醫療評估及測試，以審核本人/所有受保人的健康狀況。本人現確認 (1) 此授權書對本人之繼承人及受讓人具有約束力，即使本人死亡或無行為能力(不論任何原因)，此授權書仍然生效及具效力; (2) 本授權之副本與正本具有同等效力。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其要求之證明文件。本人亦授權美國萬通向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 ("the Company") or its Consultants (whether or not the information was supplied by you in this application or otherwise) is collected to enable the Company 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 Company (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, alternation, 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 Company; and may be used, held, transferred or disclosed to (1) any related individual or company associated with the Company 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 or Macau. You, the insured and all Covered Person(s) and other Persons referred to in this claim form ("Relevant Persons") have the right under the Personal Data (Privacy) Ordinance or Law Relating to the Protection of Personal Data or Law Relating to the Protection of Personal Data (as the case may be) to have access to, and to correct any of your personal data held by the Company. Request whereof shall be made in writing and addressed to the Manager of the Employee Benefit, and delivered to the Company's head office at 27/F, MassMutual Tower, 33 Lockhart Road, Wanchai, Hong Kong or to the Macau office at Avenide Praia Grande No. 517, Edificio Comercial Nam Tung 16-E2, Macau (as the case may be).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("本公司")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、取消、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公司的保險保障的其他用途;及可能被使用、保存、轉移或披露予(1) 任何與本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的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而不時在合理要求下賦予該等機構的職能；及 (3) 任何本公司認為有需要之有關人等(不論在香港或澳門以外)。根據個人資料(私穩)條例或個人資料保護法，閣下、任何合資格的僱員、其家屬及其他在本申請書內所指人士("有關人士")有權查閱和更正本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呈交本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 Claimant 索償人簽署 _____ Date 日期 _____

PART II (overleaf) must be completed by the Insured's attending doctor 第二部分（背頁）必須由診治受保人之註冊西醫填寫。

MassMutual Asia Ltd. 美國萬通保險亞洲有限公司

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PART II : Attending Physician Statement

Name of Patient : _____ Age : _____ HKID No. : _____

Note : No claim will be admitted unless the form below is duly completed by a registered medical practitioner. MassMutual Asia Ltd. will not be responsible for any fee for the completion of this report.

Questions	Answers
1. When did patient first consult you for this condition ?	
2. Is the disability caused by accident and during the course of Employment ?	
3. Describe the cause, character and the extent of injury ?	
4. Was there evidence of a visible bruise or wound at first visit ?	☐ No ☐ Yes
5. What is the current condition of the injury ? Please state complications, if any.	
6. What type(s) of treatment have been given ? (e.g. Suturing, Physiotherapy or Dressing, etc.)	Date / Details of Treatment _____ _____ _____ _____ _____ _____
7. As a result of the injury, has the Insured taken the following test(s) ? If yes, please give details. a. X-rays ? b. Special diagnostic procedures ? c. Surgery ? d. Hospitalization ?	No / Yes / Date / Result of Test(s) ☐ ☐ _____ _____ ☐ ☐ _____ _____ ☐ ☐ _____ _____ ☐ ☐ _____ Admitted on _____ Discharged on _____
8. To what extent the injuries would have prevented the Insured from performing each and every duty of his/her own occupation (as stated overleaf) or other suitable occupation which corresponds to her/his knowledge, training and education ? If yes, please give details.	
9. Was there any factor, such as physical impairments, medical history or intoxication which may have contributed to the accident and/or lengthen the period of disability ? If yes, please give details.	☐ No ☐ Yes
10. Please indicate if in your opinion the patient's injury/disability was due to or aggravated by the stated causes ?	☐ No ☐ Yes _____ liquor/drug abuse _____ self-inflicted injury/suicide _____ pregnancy _____ poison, gas or fumes (voluntarily or involuntarily) _____ engaging in hazardous sport/ activity _____ HIV/AIDs related illness
11. Give name and address of other doctors who have treated the Insured for the same injury.	

I hereby certify that I have personally examined and treated the Insured for the above injuries and that the facts as stated above represent my opinion of her/his condition respective to the above injuries.

Signature : _____ Date : _____

Name of Medical Attendant : _____ M.D. Qualification(s) : _____

Stamp of Hospital/Medical Center : _____

Doctor : This report is a matter of importance to the Insured, please complete and return it without delay. Thank you very much.