

# REQUEST FOR INFORMATION CHANGES FORM

## 資料更改申請表

Please read Important Notes listed overleaf before filling in this form and complete this form in **ENGLISH AND BLOCK LETTERS**. 填寫此申請表格前，請細閱背頁重要事項，並以**英文正楷**填寫。

Contract No. 合約編號	Company Name 公司名稱
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### A) Addition of Employee(s) 新增僱員 (Maximum 31 days' backdating of Membership Effective Date upon receipt of this request form 會籍生效日最多可追溯至收到此申請表前31日)

Employee's Name 僱員姓名 (same as HKID card 與香港身份證相同)	HKID Card No. 香港身份證 號碼	Dept. Code 部門編號 (max. 20 characters 最多20個字)	Staff No. 職員編號 (max. 10 characters 最多10個字)	Sex 性別 (M/F 男/女)	Class /Plan 等級/ 計劃	Date of Birth 出生日期 (DD日/MM月/ YY年)	Effective Date 生效日 (DD日/MM月/ YY年)	With Dependant 包括家屬 (Y/N 是/否) If Yes, complete Part B 如是，請填妥B項	Optional Benefits* 自選保障* (please tick ✓ 請填上✓號)						Reimbursement Bank Account Number 賠償之銀行戶口號碼		Country of Residence# 居住國家# (if not in HK 如非香港)	Email Address** 電郵地址** Office / Home 公司 / 住宅		For Bupa use only 只供本公司內部填寫		
									M	W	T	D	G	E	Bank No. - Branch No. - Account No. 銀行編號 - 分行編號 - 戶口號碼				Membership No. 會員編號	Medical Card 醫療卡	EVA Card 醫療護送卡	
																	Office 公司					
																	Home 住宅					
																	Office 公司					
																	Home 住宅					
																	Office 公司					
																	Home 住宅					

\*\* Please fill in either one of the email addresses. We will then send the e-Statement notification to the designated email address if e-Statement service is applied.  
請填寫一個電郵地址。如選用電子結算表服務，我們將會電郵電子結算表通知至指定的電郵地址。

### B) Addition of Dependant(s) 新增家屬 (Maximum 31 days' backdating of Membership Effective Date upon receipt of this request form 會籍生效日最多可追溯至收到此申請表前31日)

Spouse: Age must be between 18 and 64 (inclusive) on the Membership Effective Date 配偶：於會籍生效日之年齡必須介乎 18 歲至 64 歲 (首尾歲數計算在內)

Child: Age must be between 15 days and 17 (inclusive) or under 23 if full-time student on the Membership Effective Date (Please submit student card copy or copy of other relevant proof)

子女：於會籍生效日之年齡必須介乎 15 日至 17 歲 (首尾歲數計算在內) 或 23 歲以下之全日制學生 (請遞交學生證明或有關證明文件副本)

Employee's Name 僱員姓名	Membership No. 會員編號 (If any 如有)	Relationship 關係 (Spouse/Child 配偶/子女)	Dependant's Name 家屬姓名 (same as HKID Card / Birth Certificate 與香港身份證或出生證明書相同)	HKID Card No. 香港身份證 號碼	Class /Plan 等級/ 計劃	Sex 性別 (M/F 男/女)	Date of Birth 出生日期 (DD日/MM月/ YY年)	Effective Date 生效日 (DD日/MM月/ YY年)	Optional Benefits* 自選保障* (please tick ✓ 請填上✓號)						Country of Residence# 居住國家# (if not in HK 如非香港)	For Bupa use only 只供本公司內部填寫				
									M	W	T	D	G	E		Membership No. 會員編號	Medical Card 醫療卡	EVA Card 醫療護送卡		

\* M=Maternity 產科保障 W=Hospital Cash 住院現金保障 T= Supplementary Major Medical 附加醫療保障 D=Dental 牙科保障 G=Optical 視光保障 E=Bupa Worldwide Assistance Programme 保柏國際援助計劃

# Unless otherwise specified by Member in writing, Inter Partner Assistance (IPA) will consider Hong Kong as the Country of Residence of all Members and repatriate relevant Members to Hong Kong when Medically Necessary.  
除非會員特別以書面通知，國際救援 (亞洲) 公司將設定香港為所有會員之居住國家，於有醫療需要時送返有關會員回香港。

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## 資料更改申請表

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### C) Other changes 其他更改 (Maximum 31 days' backdating of Effective Date of changes upon receipt of this request form provided that no claims have been incurred in the backdating period) (更改生效日最多可追溯至收到此申請表前31日，而在追溯期內必須沒有提交任何賠償申請)

Member's Information 會員資料		Change of Name 更改姓名	Change of Reimbursement Bank Account No. 更改賠償之銀行戶口號碼		Change of Benefits (Maximum 31 days' backdating upon receipt of this request form provided that no claims have been incurred in the backdating period) 更改保障 (最多可追溯至收到此申請表前31日)														
Membership No. 會員編號	Name 姓名	New Name 新姓名 (same as HKID card 與香港身份證相同)	Bank No. - Branch No. - Account No. 銀行編號 - 分行編號 - 戶口號碼	New Class / Plan 新等級/計劃	New Subgroup 新附屬團體	New Dept. Code 新部門編號 (max. 20 characters 最多20個字)	New Staff No. 新職員號碼 (max. 10 characters 最多10個字)	New Benefits Effective Date 新保障生效日 (DD日/MM月/YY年)	Optional Benefits* 自選保障* (please tick ✓ 請填上✓號)						Country of Residence# 居住國家# (if not in HK 如非香港)	Email Address** 電郵地址** Office / Home 公司 / 住宅	For Bupa use only 只供本公司內部填寫		
									M	W	T	D	G	E			Membership No. 會員編號	Medical Card 醫療卡	EVA Card 醫療護送卡
			-	-											Office 公司				
			-	-											Home 住宅				
			-	-											Office 公司				
			-	-											Home 住宅				

### D) Termination 終止保障 (Maximum 31 days' backdating of termination effective date upon receipt of this request form provided that no claims have been incurred in the backdating period) (終止保障生效日最多可追溯至收到此申請表前31日，而在追溯期內必須沒有提交任何賠償申請)

Please return the medical card of the terminated Member for getting refund of unearned Subscription (if applicable) 請交回已終止會籍之醫療卡以便退回未用之保費 (如適用)

Membership No. 會員編號	Member's Name 會員姓名 (same as HKID card 與香港身份證相同)	Termination Date 終止日期 (last date of cover 最後受保日) (DD日/MM月/YY年)	Membership No. 會員編號	Member's Name 會員姓名 (same as HKID card 與香港身份證相同)	Termination Date 終止日期 (last date of cover 最後受保日) (DD日/MM月/YY年)

#### Important Notes 重要事項

- Please complete bank account details if autopay is chosen for claims payment reimbursement. The bank account holder must be the Employee.
- In the event that any cost is incurred by the terminated Member, Subscriber agrees to reimburse Bupa for the full amount within 14 days upon receipt of relevant invoice.
- Upon completion of the changes, Bupa will issue confirmation letter to acknowledge that your request(s) has / have been completed together with Bupa medical card (if applicable). Subscription Adjustment calculated on a daily pro-rate basis (if any) will be sent to you accordingly.
- If changes are made by other means, Bupa's pre-approval is required.
- Upon receipt of new card, the old card must be returned to Bupa (Asia) Limited within 2 weeks.
- If the name exceeds 26 characters, only the initials of the given names and / or middle names will be indicated.
- 若選用以自動轉賬方式收取賠償款項，請填寫賠償之銀行戶口號碼一欄，銀行戶口持有人必須是僱員本人。
- 所有由會員終止保障後引致之一切費用，投保人同意在收到有關發票後14天內賠償全數給保柏。
- 完成所有更改後，保柏將發出確認通知書及保柏醫療卡 (如適用) 予您作實。按每日比例計之調整保費單 (如有) 亦隨後寄上。
- 如使用其他方式申報資料更改，請先得到保柏預先批准。
- 當收到新卡後，請於兩星期內把舊卡退回保柏 (亞洲) 有限公司。
- 如姓名超過26個英文字母，中間的名字將用縮寫代替。

Contract No. 合約編號 : \_\_\_\_\_

Company Name 公司名稱 : \_\_\_\_\_

Authorised Signature and Company Chop 授權人簽署及公司印鑑

Approved by Bupa on 保柏批核於 : \_\_\_\_\_

Date 日期 (DD日/MM月/YY年) : \_\_\_\_\_