



EMPLOYEES' COMPENSATION INSURANCE PROPOSAL / RENEWAL FORM

僱員補償保險投保 / 續保表格

(A) Employer's Details

僱主的資料

1. Company Name in Full 公司全名

2. Business Registration Number (Please provide a copy of valid Business Registration Document)
商業登記號碼 (請提供商業登記文件副本)

3. Place(s) of employment 僱用工作地點

4. Correspondence Address 通訊地址

5. Business Nature 業務性質

6. Period of Insurance 保險期限 / Renewal Policy Number (if applicable) 續保保險號碼 (如適用)

(B) Details of Employer's Business Activities / Profession

僱主之業務 / 行業的資料

1. General description of the employer's business activities / profession.
概述公司的業務活動 / 職業。

2. How long has the business been established?
公司成立多少年? _____ Year(s) 年
3. Any working experience/qualification/certificate that you or employee(s) possesses in relation to the business? If yes, please state.
閣下或員工在相關的業務方面具有任何工作經驗 / 資格 / 證書?
如「是」者，請詳述說明之。
Yes 是 No 否
4. Does any of the work carry out by the employers involve:
僱主的業務是否涉及：
a) any work on ships, chemical works, off-shore structures, oil or gas refineries? Yes 是 No 否
任何於船舶、化工廠、離岸建築物、石油或天然氣精煉廠進行的工作?
b) any work outside Hong Kong? Yes 是 No 否
任何於香港境外進行的工作?



Sompo Insurance (Hong Kong) Co., Ltd.

21/F, Berkshire House, Taikoo Place, 25 Westlands Road, Quarry Bay, Hong Kong
Tel : (852) 2831 9980 Fax : (852) 2573 2072 Website : www.sompo.com.hk

- c) work at a height above 10 metres or underground? Yes 是 No 否
於離地面 10 米以上或地底進行的工作?
- d) use, handle, store or transport any hazardous substances such as toxic chemicals, explosive substances, gases, asbestos, radioactive substance? Yes 是 No 否
使用、處理、貯存或運輸有害物質，例如有毒化學物、爆炸品、氣體、石棉和放射性物質?
- e) do your employee(s) need to work at construction site? Yes 是 No 否
閣下的僱員是否需要要在建築工地工作?
- If yes, please give nature of work and no. of employee(s) involved.
如是，請提供有關工作性質及所涉僱員人數：

5. Does the employer 僱主有否:

- a) hire any self-employed persons for their business? Yes 是 No 否
為其業務聘用任何自僱人士?
- b) hire any part-time employees? Yes 是 No 否
聘用任何兼職僱員?
- c) plan to increase the no. of the employees substantially or add different occupations in a short period of time? Yes 是 No 否
計劃在短期內大幅增聘員工或增設不同職務?

(C) Premium Adjustment & Declaration of Earnings Form

保費調整及收入聲明表格

Please provide the following information :

[Please provide a copy of latest 3 months waggeroll (e.g. latest MPF contribution records, financial statements, tax returns or other relevant documents) of employee(s)]:

請提供以下資料：

【請提供最近期 3 個月的僱員薪酬紀錄副本 (例如：強積金供款紀錄、財務報表、報稅表或其他相關文件)】

Description of Occupation of Employees 僱員工作類別	Past Period of Insurance 上年度		New / Renewal Period of Insurance 本年度	
	Actual Number of Employees 確實僱員人數	Actual Total Annual Earnings* 確實總收入*	Estimated Number of Employees 估計僱員人數	Estimated Total Annual Earnings* 估計總收入*
Total 總計：				

Description of Occupation of Employees 僱員工作類別	Past Period of Insurance 上年度		New / Renewal Period of Insurance 本年度	
	Number of Part Time Employees 兼職確實僱員人數	Actual Total Annual Earnings* 確實總收入*	Number of Part Time Employees 兼職估計僱員人數	Estimated Total Annual Earnings* 估計總收入*
Total 總計：				



Sompo Insurance (Hong Kong) Co., Ltd.

21/F, Berkshire House, Taikoo Place, 25 Westlands Road, Quarry Bay, Hong Kong
Tel : (852) 2831 9980 Fax : (852) 2573 2072 Website : www.sompo.com.hk

- * (i) Earnings include salaries, commissions, bonuses, overtime, allowance, etc., in accordance with the Employees' Compensation Ordinance (Chapter 282). 根據《僱員補償條例》(第 282 章), 收入包括: 薪金、佣金、花紅、超時工作補薪、津貼等。
- (ii) As regards any employee (including any articulated pupil or apprentice whether indentured or not) whose earnings are at a rate less than HK\$66,000.00 per annum, earning must be assessed at not less than HK\$66,000.00 per annum. 有關其他僱員(包括所有訂有期約學徒或其他學徒不論有無訂約) 其收益每年低於港幣 66,000.00 者, 則投保之收益額應估計不少於每年港幣 66,000.00 。
- (iii) Contractors & Sub-contractor's Employees 總承判商 / 次承判商之員工
If you contract out any of the work in connection with your business, please provide particulars as specified therein. 如閣下外判任何與閣下業務有關之工作, 請提供有關資料。
- (iv) Please use separate sheet if the space provided is not sufficient 如空位不敷應用, 請另頁書寫。

(D) Claims and Related Details

索償及相關資料

1. Please provide the claim history for the past 3 years: [Note: Employer shall make request on the previous insurers for providing written evidence of such records.]
請提供過去三年的索償紀錄: 【注意: 僱主需要向曾投保的保險公司索取有關紀錄的書面證明】

Date of Accident 發生意外日期	Paid Claim(s) (including partial claim payment) 已支付索償 (包括部分索償償付)		Outstanding Claim(s) 未支付索償		Total for the Year 全年總數	
	No. of Case 賠案數目	Amount (HK\$) 金額 (港幣)	No. of Case 賠案數目	Amount (HK\$) 金額 (港幣)	No. of Case 賠案數目	Amount (HK\$) 金額 (港幣)

- 1a. Details of any Claim with amount over HK\$50,000.
如索償金額超過港幣 50,000 的個案詳情。

Date of Accident 發生意外日期	Brief Details of each accident (including cause of loss, degree of injury, current status, etc.) 概述每宗意外經過 (包括受傷原因、受傷程度、現況等等)	Claim Amount (HK\$) 賠償金額(港幣)		
		Paid 已獲賠償	Outstanding 尚待解決索賠	Variation Date 修訂日期



(E) **Personal Information Collection Statement (“PICS”) 個人資料收集聲明** (Version 052023)

1. **Purpose:** Sompo Insurance (Hong Kong) Co., Ltd. (the “Company”) is committed to protecting the personal data of our customers. The Company is also committed to the implementation of the data protection principles set out in Schedule 1 of Personal Data (Privacy) Ordinance (“the PDPO”)(Chapter 486 of the laws of Hong Kong). From time to time it is necessary for you to supply the Company personal data of you, insured and beneficiary under the insurance policy which may be used, stored, processed, transferred, disclosed or shared by the Company for the following purposes: 目的：日本財產保險（香港）有限公司（“本公司”）致力於保障本公司顧客的個人資料。本公司亦致力遵守《個人資料（私隱）條例》（“《條例》”）（香港法律第 486 章）附表 1 列明的保障資料原則。閣下可能因下列各項目的需要不時向本公司提供閣下、保單受保人及保單受益人的個人資料而供本公司使用、儲存、處理、轉移、披露或共享該等個人資料：
- (a) processing and evaluating your application or request for and any alterations, variations, cancellations, renewals and reinstatements of any insurance products and / or services offered by the Company; 處理和評估 閣下就本公司所提供的產品及／或服務的申請或要求，或作任何更改、變更、取消、續期和復效；
 - (b) administering your insurance policy and providing services in relation to your insurance policy; 執行閣下保單的行政工作及提供與 閣下保單相關的服務；
 - (c) any purposes in connection with any claims made by or against or otherwise involving you in respect of any products and / or services provided by the Company, including processing and / or investigating any claims and detect / prevent fraud; 與就本公司提供的任何產品及／或服務而由 閣下或針對 閣下提出的或者其他涉及 閣下的任何索償任何目的，包括處理及／或索償調查及偵查／防止欺詐行為；
 - (d) invoicing and collecting premiums and / or outstanding amounts from you; 發出繳交保費通知及向閣下收取保費及／或欠款；
 - (e) exercising any right of subrogation, if applicable; 行使任何代位權，如適用；
 - (f) conducting statistical analysis; 進行統計分析；
 - (g) contacting you for any of the above purposes; 就以上用途聯絡 閣下；
 - (h) meeting the requirements to make disclosure (i) under any law binding on the Company; or (ii) under any applicable rules, regulations, codes or guidelines or to assist in law enforcement purposes, investigation by police or other government or regulatory authorities; or (iii) for complying with any requirements, policies or measures for using data and information within Sompo Holdings Group (“the Group”) in accordance with any Group-wide programmes from time to time for compliance with sanctions or prevention or detection of money laundering, terrorist financing or other unlawful activities / misconducts; 與根據 (i) 對本公司有約束力的任何法律的規定；或 (ii) 作出任何適用規則、規例、守則或指引所要求的披露或協助警方或其他政府或監管機構執法及進行調查；或 (iii) 為遵守根據集團方案於 Sompo Holdings Group（“集團”）內使用資料及資訊的任何要求、政策或措施，而該集團方案乃為符合制裁或預防或偵測清洗黑錢、恐怖分子融資或其他非法活動／不當行為的目的而不時被制定的；
 - (i) other purposes directly related to any of the above purposes. 與上述任何目的直接有關的其他目的。
- For using the personal data provided by you for promotional / marketing purposes, please refer to the section titled “Use of Personal Data in Direct Marketing”. 就本公司使用 閣下提供的個人資料作宣傳或市場推廣用途，請參閱「使用個人資料作直接促銷用途」一節。
- The failure of providing the Personal Data by you may result in the Company being unable to provide products and services, assess your policy application, process claims under insurance policies issued by us, or process any other requests, enquiries, or complaints from you, or any of the purposes listed above. 未能提供所需的個人資料可能導致本公司無法為 閣下提供產品及服務、評估 閣下的保單申請、處理保單索償、或處理任何 閣下提出的要求、查詢或投訴、或任何上述用途。
2. **Transfer:** The Company may disclose your personal data to the following transferees in Hong Kong or overseas, including transferring into and out of the European Economic Area, for the above purposes: 轉移：本公司亦可因應上述用途披露 閣下的個人資料予下列位於香港或海外地方的受讓人，包括轉入及轉出歐洲經濟區：
- (a) third party agents, contractors and advisors who provide administrative, communications, computer, payment, security or other services which assist the Company to carry out the above purposes (including medical service providers, hospitals, emergency assistance service providers, mailing houses, IT service providers and data processors); 就上述用途，向本公司提供行政、通訊、電腦、付款、保安及其它服務的第三方代理、承包商及顧問（包括：醫療服務供應商、醫院、緊急救援服務供應商、郵寄服務商、資訊科技服務供應商及數據處理服務商）；
 - (b) in the event of a claims, loss adjusters, claims investigators and medical advisors; 處理索償個案的理賠師、理賠調查員及醫療顧問；
 - (c) in the event of default, debt collectors and recovery agents; 追討欠款的收數公司或索償代理；
 - (d) insurance reference bureaus or credit reference bureaus; 保險資料服務公司及信貸資料服務公司；
 - (e) reinsurers and reinsurance brokers; 再保公司及再保經紀；
 - (f) financial services intermediaries that are authorized by the Company for the distribution of products and services provided by the Company including your insurance agents, intermediaries or brokers, if applicable; 獲本公司授權以分銷本公司所提供之產品及服務的金融服務中介團體包括 閣下的保險顧問、代理及經紀（如適用）；
 - (g) legal and professional advisors of the Company; 本公司的法律及專業顧問；
 - (h) The Group and any associated companies of the Company; 集團及本公司的聯繫公司；
 - (i) the policyholder, when none of the insured person(s) of that policy is the policyholder, for the purpose of policy application, administration, renewal and / or claims administration (if applicable); 保單持有人（而該保單的所有受保人均非保單持有人），以執行該保單的投保、行政、續期及／或處理索賠（如適用）；
 - (j) relevant industry association and federation that exists or is formed from time to time; 現有或有不時成立的相關行業協會及聯會；



- (k) the fraud prevention database or registers (and the operators) and any participating parties of the database including other insurance companies and service providers handling claims for them; 上載往偵查/防止欺詐的數據庫或登記冊(及其營運者)及參與的第三方公司包括其他保險公司及為其處理索償個案的第三方代理;
 - (l) governments and authorities within or outside HKSAR as required or permitted by law. The Company may also use and disclose your personal data otherwise with your consent; 法例要求或許可的政府機關。經閣下同意,本公司可能會以其它方式使用及披露閣下的個人資料;
 - (m) any third party in connection with a transfer or potential transfer of all or part of the business of the Company that some of the transferees may be located within or outside of HKSAR. 與本公司業務的轉讓或擬議轉讓有關的任何第三方,當中部分受讓方或位於香港境內或境外。
3. **Access:** You have the right to ascertain what type of personal data the Company holds, whether the Company holds your personal data and, if so, the right to request access to and to request correction of any personal data concerning you held by the Company. Such request can be made to the Data Protection Officer, Sompo Insurance (Hong Kong) Co., Ltd, 21/F, Berkshire House, Taikoo Place, 25 Westlands Road, Quarry Bay, Hong Kong. The Company reserves the right to charge a reasonable fee for processing a request to access your personal data access request. **查閱:**閣下有權查明本公司持有個人資料的類別、本公司是否持有閣下的個人資料,如持有,閣下有權要求查閱本公司持有涉及閣下的個人資料以及要求對該等資料作出更正。閣下可向本公司的資料保障主任提出要求,地址為香港鯉魚涌華蘭路25號太古坊栢克大廈21樓。本公司有權為處理閣下的個人資料查閱要求而收取合理費用。

Use of Personal Data in Direct Marketing 使用個人資料作直接促銷用途

Apart from the aforementioned purpose, the Company may also use your name, contact details, demographic information, policy details, products and services portfolio information, transaction pattern and behavior, and financial background held by the Company to contact you with direct marketing communications regarding financial and insurance products by mail, email, telephone, facsimile or SMS. The Company may also provide your name, contact details, demographic information, policy details, products and services portfolio information, transaction pattern and behavior, and financial background held by the Company to the following transferees: (I) third party financial institutions, insurers, banks, credit card companies, securities and investment services providers; (II) third party reward, loyalty, privileges programme providers or merchants; and (III) charitable or non-profit making organizations for gain who may send you direct marketing communications regarding (1) insurance, banking, credit card, financial, provident fund scheme and related products and services; (2) reward, loyalty or privileges programmes and related products and services; and (3) donations and contributions for charitable and / or non-profit making purposes by mail, email, telephone, facsimile or SMS. 除上述提及的使用用途,本公司可能將本公司持有閣下的姓名、聯絡資料、人口統計資料、保單資料、產品及服務組合資料、交易模式及行為、及財務背景通過書信、電郵、電話、傳真或短訊與閣下聯絡,提供金融及保險產品的直接促銷通訊。此外,本公司可能將本公司持有閣下的姓名、聯絡資料、人口統計資料、保單資料、產品及服務組合資料、交易模式及行為、及財務背景給下列受讓人:(I) 第三者金融機構、承保商、銀行、信用卡公司、證券及投資服務供應商;(II) 第三方獎賞、長期客戶或優惠計劃供應商或商號;(III) 及慈善或非牟利機構。受讓人可以通過書信、電郵、電話、傳真或短訊與閣下聯絡,提供(1) 保險、銀行、信用卡、財務、公積金計劃及相關的產品及服務;(2) 獎賞、長期客戶或優惠計劃及相關的產品及服務;及(3) 為慈善及/或非牟利用途的捐款及捐贈的直接促銷通訊。

就直接促銷用途向上述受讓人提供閣下的個人資料前,我們必先取得閣下的書面同意,並僅會在取得有關書面同意後方可使用閣下的個人資料作直接促銷用途。

Before using your personal data for contacting you with direct marketing communications, the Company must obtain your written consent, and only after having obtained written such consent, the Company may use your personal data for any direct marketing purpose. 閣下將來可以撤回閣下對個人資料作本公司及第三方直接促銷用途的同意書;此後,本公司會在不收取任何費用的情況下停止使用該等資料作直接促銷之用。

You may in future withdraw your consent to the use of your personal data for direct marketing purposes by the Company or the transferees and thereafter the Company shall, without charge to you, cease to use such data for direct marketing purposes. If you wish to withdraw your consent, please inform the Company by writing to the Data Protection Officer, Sompo Insurance (Hong Kong) Co., Ltd, 21/F, Berkshire House, Taikoo Place, 25 Westlands Road, Quarry Bay, Hong Kong. 如閣下欲撤回以上同意,閣下可向本公司的資料保障主任提出要求,地址為香港鯉魚涌華蘭路25號太古坊栢克大廈21樓。

Amendment to the PICS 個人資料收集聲明的修訂

The Company reserves the right at anytime, with or without notice, amends this PICS which will be found in our website or in writing to notify you how the Company will collect, use and transfers your personal data. Should there be any amendment to this PICS in the future, such amendment will become effective with immediate effect. 本公司保留權利可隨時且在無須通知的情況下,修訂本聲明,本公司亦可在本公司的網站或以書面形式知會閣下,閣下因而能得悉本公司如何收集閣下的個人資料、如何使用該資料及轉移該資料的情況。任何有關修訂將在刊登後即時生效。

I acknowledge and confirm that I have read and understood the PICS. I confirm that I have been advised to read carefully the PICS, and I have read it carefully about its effect and impact in respect of my personal data collected or held by Sompo Insurance (Hong Kong) Co., Ltd. I hereby give my acknowledgement and agree to the use and transfer of my personal data by Sompo Insurance (Hong Kong) Co., Ltd in accordance with the PICS, including the use and provision of my personal data for the purpose of direct marketing. 本人確認本人已閱讀並明白本聲明。本人確認本人已被通知本人須詳細閱讀本聲明，而本人已詳細閱讀本聲明對日本財產保險（香港）有限公司所收集或持有之本人的個人資料的影響。本人特此確認並同意日本財產保險（香港）有限公司根據本聲明使用及轉移本人的個人資料，包括在直接促銷中使用及將本人個人資料提供予上述的受讓人。

[Important: If you do not agree to the use and provision of your personal data for direct marketing as set out in the PICS, please tick the box below and we will not use your personal data for the purpose of direct marketing.]

[重要通知：如閣下不同意根據本聲明使用和轉移閣下的個人資料作直接促銷用途，請在下列方格內填上剔號（“√”），本公司將不會使用閣下的個人資料作為直接促銷用途。]

- Please tick if you do not consent to receive direct marketing communications from us. 若閣下反對接收本公司的直接促銷通訊，請在方格內填上「√」。
- Please tick if you do not consent to receive direct marketing communications from any transferees specified in the PICS. 若閣下反對接收本聲明中提及的受讓人的直接促銷通訊，請在方格內填上「√」。

(F) Declaration 聲明

1. I/We hereby declare my/our presence in Hong Kong at the time of application. 本人/吾等特此聲明本人/吾等申請此保險時身處香港。
2. I/We, being the owner/authorised person / representative of the proposed business, warrant the above estimated total annual earnings / actual total annual earnings made by me/us or my/our behalf are true and complete for all employees within the scope of the Employees' Compensation Ordinance (Chapter 282). Failure to disclose all material facts or under declaration on the total annual earnings may invalidate the insurance. 本人/吾等作為公司負責人/授權人/代表，保證所申報之僱員估計總收入/僱員確實總收入之真確性及完整，並符合《勞工法例》第 282 章，未能申報所有重要事實或錯誤聲明，從而影響僱員總收入真確性，可令保單失效。
3. I/We hereby declare that the information given in this proposal is true and correct to the best of my/our knowledge and I/we believe that all material facts affecting the assessment of this application have been disclosed. I/We understand that this application will not become effective until this Proposal / Renewal Form has been accepted by Sompo Insurance (Hong Kong) Co., Ltd. ("Company") and agree that this Proposal / Renewal Form should be the basis of the contract between me/us and the Company. 本人/吾等特此聲明在本投保書/續保表格內所填報的資料均盡本人/吾等所知為屬實及正確，並確信已披露所有足以影響評估本申請的重要事項。本人/吾等明白本投保書/續保表格被日本財產保險（香港）有限公司(以下簡稱「本公司」)接納後，本申請方始生效，本人/吾等並同意本投保書/續保表格作為本人/吾等與貴公司之間的合約基礎。
4. I/We understand I/We shall refer to the policy document of this Plan for the details of the insurance coverage, exclusion clauses and terms and conditions, and I/we have read the related policy document. 本人/吾等明白所有保障項目、不承保事項、條款及細則概以此計劃保單為準，並聲明已細閱有關保單文件。
5. I/We have read and agree to be bound by the PICS and understand that my/our failure to provide all data requested will result in the failure to process my/our application by the Company. 本人/吾等已細閱並同意受個人資料收集聲明的約束及本人/吾等明白未能提供所需資料會導致貴公司未能處理本人/吾等的申請。

In the event of any discrepancy between the Chinese and English versions, the English version shall prevail. 如中文及英文版之間有任何差異，一概以英文版為準。

Name 姓名

Authorized Signature with Company Chop
獲授權簽署及公司蓋章

Position 職位

Date 日期