

致：中國太平保險(香港)有限公司
香港北角京華道 18 號 15 樓

日期：
賠案號碼：
保單號碼：

依照僱員補償條例第16CA 項之協議

我等同意僱員 _____ (香港身份證號碼 _____) 已從僱主收取 _____ 港元賠償，以作為圓滿及最終解決僱員根據僱員補償條例，就發生於 _____ 年 _____ 月 _____ 日之工傷意外對僱主的所有索償。

僱主及僱員均確認根據向勞工處填報之表格 2B 或表格 2 第 H 部份所載之資料，該宗因工受傷只引致暫時性喪失工作能力不超過 7 天，並無導致永久性喪失工作能力。

我等確認僱員現已從該宗工傷意外中完全康復。

隨函附上正本病假證明書（如該書仍未呈交保險公司）

收集個人資料聲明

中國太平保險(香港)有限公司（下稱“本公司”）明白其在《個人資料(私隱)條例》下就個人資料的收集、持有、處理或使用所負有的責任。閣下提供本索償表格要求的個人資料(包括信用資料和以往申索記錄)，是為了本公司提供保險業務所需，本公司並可能使用閣下的個人資料作以下用途：

- (i) 任何與保險有關的產品或服務(包括處理及審批閣下索償、結清申索、保單相關行政、財務工作、索償調查或分析、偵測和防止欺詐行為（無論是否與就此申請而發出的保單有關）及其它相關的服務），或該等產品或服務的任何更改、變更、取消或續期；
- (ii) 本公司行使任何代位權；
- (iii) 就以上用途聯絡 閣下；
- (iv) 其它與上述用途有直接關係的附帶用途；及
- (v) 遵循適用法律，條例及業內守則及指引。

本公司亦可因應上述用途披露/轉移 閣下的個人資料予下列各方，而他們只能在有合理需要履行上述目的之情況下才可收集和使用這些資料：

- (a) 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，或任何從事與保險或再保險業務有關的公司，或閣下的保險中介人(若有)、保險理算人或索償調查員/公司，或其他保險業務有關的服務提供者；
- (b) 僱主；醫護專業人士；醫院；會計師；財務顧問；律師；整合保險業申索和承保資料的組織；防欺詐組織；其他保險公司（無論是直接地，或是通過防欺詐組織或本段中指名的其他人士）；警察；和保險業就現有資料而對所提供的資料作出分析和檢查的數據庫或登記冊（及其運營者）；
- (c) 本公司的關連公司(以《公司條例》內的定義為準)；
- (d) 政府及市場認可的保險業監管機構：保險投訴局及同類的保險業機構、香港保險業聯會（或同類的保險公司聯會）及其會員；
- (e) 法例要求或許可的政府機關包括運輸署。

閣下的個人資料可能因上述用途提供給以上任何機構（在香港境內或境外），而就此而言，閣下同意將閣下的資料移轉至香港境外。

閣下可有權隨時查閱及/或更正由本公司持有有關閣下的個人資料。如有需要，請以書面形式向本公司的總經理辦公室提出，地址為香港北角京華道18號15樓或電郵info@hk.cntaiping.com。另本公司私隱政策的全文已上載於www.hk.cntaiping.com，歡迎查閱。

本公司為預防保險詐騙偵測系統成員，詳情請參閱www.hkfi.org.hk/itpcd/en/index.html。

本聲明中英文版本如有任何歧異或不一致，概以英文版為準。

僱主簽署及公司蓋印

僱員簽署

To: China Taiping Insurance (HK) Co., Ltd.
15/F., 18 King Wah Road,
North Point, Hong Kong

Date:
Claim No.:
Policy No.:

Agreement Pursuant To Section 16CA of the Employees' Compensation Ordinance

This is hereby agreed that compensation in the sum of HK\$ _____ was received by the Employee _____ (HKID No. _____) from the Employer in full and final settlement of the Employee's claim against the Employer in respect of a work-related accident happened on _____ under the Employees' Compensation Ordinance. Both the Employer and the Employee confirm that the injury results in temporary incapacity NOT more than 7 days and NO permanent incapacity as stated in the Form 2B or Part H of the Form 2 reported to the Labour Department. It is also confirmed that the Employee has now fully recovered from the injury.

Original sick leave certificates (if not already submitted to insurers) are enclosed herewith.

PERSONAL INFORMATION COLLECTION STATEMENT

China Taiping Insurance (HK) Company Limited (the "Company") understands its responsibilities to the collection, retention processing or use personal data under the Personal Data (Privacy) Ordinance. The personal data you provided in this form (including credit information and claims history) is collected to enable the Company to carry on insurance business. The Company may also use your personal data for the following purposes:

- (i) any insurance related product or service (include processing and evaluating your insurance claim, settling claims, providing administration, financing, claim investigation or analysis work, detecting and preventing fraud (whether or not relating to the policy issued in respect of this application) and other services in relation to your insurance policy), or any alterations, variations, cancellation or renewal of such product or service;
- (ii) exercising any right of subrogation;
- (iii) contacting you for any of the above purposes;
- (iv) other ancillary purposes which are directly related to the above purposes; and
- (v) complying with applicable laws, regulations or any industry codes or guidelines.

The Company may disclose / transfer your personal data to the following persons who may collect and use this data only as reasonably necessary to carry out the purposes described above:

- (a) third party agents, contractors and advisors who provide administrative, communications, computer, payment, security or other services, or any company carrying on insurance or reinsurance related business or your insurance intermediary (if you have one) or claim or investigation adjusters/companies, or other service provider providing services relevant to insurance business;
- (b) employers; health care professionals; hospitals; accountants; financial advisors; solicitors; organisations that consolidate claims and underwriting information for the insurance industry; fraud prevention organisations; other insurance companies (whether directly or through fraud prevention organisation or other persons named in this paragraph), the police and databases or registers (and their operators) used by the insurance industry to analyse and check information provided against existing information;
- (c) the Company's related companies (as that term is defined in the Companies Ordinance);
- (d) Government and industry recognized insurance regulatory bodies: the Insurance Complaints Bureau and similar insurance industry bodies, the Hong Kong Federation of Insurers (or any similar association of insurance companies) and its members ; and
- (e) government agencies and authorities as required or permitted by law including the Transport Department.

Your personal data may be provided to any of the above organizations, located in Hong Kong or outside of Hong Kong, for the above purposes, and in this regard you consent to the transfer of your data outside of Hong Kong.

You have the right to access and/or request correction of any personal data concerning yourself held by the Company. Requests for such access can be made in writing to Office of the General Manager at 15/F, 18 King Wah Road, North Point, Hong Kong or email to info@hk.cntaiping.com. Moreover, the full version of the Company's Data Privacy Policy can be found at www.hk.cntaiping.com.

The Company is a member of the Insurance Fraud Prevention Claims Database, please go to website www.hkfi.org.hk/ifpcd/en/index.html for details.

In the event of any discrepancy or inconsistency between the English and Chinese versions of this statement, the English version shall prevail.

Signed by the Employer and
Affix Company Chop

Signed by the Employee