

**Hong Kong Baptist University**

**Request for Group Personal Accident / Medical Insurance for Incoming Short Term / Visiting Staff / Incoming Exchange Student**

由海外到香港浸會大學之短期 / 訪問職員 / 到訪交換生 團體個人意外/醫療保險 申請表

(Zurich Policy No. 蘇黎世保險公司保單編號 TTT0002959ZC)

- This Request Form is applicable to Incoming short term / visiting staff from overseas/Mainland China who are not covered by the Integrated Medical Scheme 2004 of the University.  
此表格只適用於不受大學的綜合醫療計劃 2004 所保障的由海外/內地到香港的短期/訪問職員。
- Exchange Student from overseas /Mainland China to Hong Kong shall join this Insurance before arrival at Hong Kong. Exchange students and incoming students shall apply for 12 months of coverage every time and insurance coverage shall be continued until completion of study at HKBU.**  
由海外國家/ 內地來港的交換生須於抵達香港前投保此保險。交換生及外地生每次須投保 12 個月，且必須連續投保至完成於浸會大學就讀的課程為止。
- All PRC Citizens who stay in HK for 180 days or less and do not possess a HKID Card will NOT be covered within the territory of Mainland China, i.e. not covered claim incurred in Mainland China.  
所有停留在港等於或少於 180 日及未持有香港身份證的中國公民，此保單並不保障其在中國大陸所發生的索償。
- Newly appointed PRC Citizens who are likely to travel to Mainland China during their employment period have to inform the Human Resources Office as soon as possible so that additional insurance arrangement can be made for their trips in Mainland China.  
新受聘的中國公民，若知道很可能需在受聘期間返回中國大陸公幹，請盡快通知人事部安排額外保險事宜，以保障他們在中國大陸的旅程。
- Applicants should calculate the premium (for premium rates, please see Part III) and deposit into Hang Seng Bank account no. 283-338366-001 (account holder name: "Hong Kong Baptist University"). Please submit the pay-in slip together with the Request Form to the Finance Office at least two working days before the insurance commencement date.  
申請人須計算保費(保費表請參閱第三部分)並以支票或入數形式支付。入數戶口為恒生銀行 283-338366-001 (帳戶持有人: "香港浸會大學")。請將填妥的申請表連同入數紙存根，在保險生效前最少兩個工作天交到財務處。
- All applicants who are likely to terminate the employment contract during the insured period have to inform Finance office as soon as possible.  
投保人於投保期內終止合約，請盡快通知財務處，以安排保險終止事宜。
- This Form and related Insurance Summary are available at the website "https://fohome.hkbu.edu.hk". Should you have any question in completing or submitting this Form, please call the Finance Office at 3411-7683.  
此表格及其保險摘要可在網址 "https://fohome.hkbu.edu.hk/" 下載，如對填寫或遞交此表格有任何疑問，請致電財務處 3411-7683 查詢。

**Part I - Personal Particulars & Declaration 第一部分 - 個人資料及聲明**

Name of Insured (in English) as in HKID Card/ Passport 受保人姓名(英文) 須與香港身份證/護照相同	_____	Short-Term / Visiting Staff Staff Identity Card No. 短期/訪問職員證號碼	_____
Department 部門	_____	Post 職位	_____
Student Identity Card No 學生證號碼	_____	Faculty / Year of Study 學系/年級	_____
Date of Birth 出生日期	_____	Contact No. 聯絡電話	_____
Date of arriving Hong Kong 抵達香港日期	_____	Arrival (to Hong Kong) flight no. / From Where to Hong Kong 抵達香港航班編號 / 由何處抵港	_____
First Date Join HKBU (MM/YY) 首日加入香港浸會大學 (月份/年份)	_____	First Date Insured this Insurance (MM/YY) 首日投保此保險(月份/年份)	_____
Period of Coverage 受保時期	From 由 _____ To 至 _____	(Maximum 365 days 最長 365 日)	_____
Signature of Applicant 申請人簽署	_____	Date of Signature 簽署日期	_____

**Part II - (For Department Use Only) 第二部分 - (部門專用)**

- I certify that the information provided above is correct and that a "Group Personal Accident / Medical Insurance for Incoming Short Term / Visiting Staff/ Incoming Students" Insurance Policy should be taken out for the applicant as requested.  
本人證明以上所作陳述均屬真實無訛，而以上之受保人亦須購買 "短期/訪問職員/到訪交換生團體個人意外/醫療" 保險。
- Sum insured for Personal Accident (please ✓ one plan only) :  
人身意外保障 (請只選擇一個計劃)。

Limit on Death or Total Permanent Disability 死亡或完全永久傷殘賠償額		Medical Expenses Cover 醫療費用保障
<input type="checkbox"/>	Plan I 計劃一 HK\$100,000	Each Plan provides HK\$25,000 Medical Expenses Cover. For details of coverage and claim procedures, please refer to Insurance Summary (Zurich POLICY NO. TTT0002959ZC) which is available at the website <a href="http://fohome.hkbu.edu.hk">http://fohome.hkbu.edu.hk</a> 每個計劃提供最高港元 25,000 醫療費用賠償額。欲知保障範圍及索償程序，請查看網址 <a href="http://fohome.hkbu.edu.hk">http://fohome.hkbu.edu.hk</a> (蘇黎世保險公司保單編號 TTT0002959ZC) 保險摘要。
<input type="checkbox"/>	Plan II 計劃二 HK\$500,000	

Premium Charging Account 會計帳號 : \_\_\_\_\_

Signature by Department Head 部門主管簽署 : \_\_\_\_\_ Date 日期 : \_\_\_\_\_

### Part III - Premium Rate for Group Personal Accident / Medical Insurance

#### 第三部分 – 團體個人意外/醫療保險之保費

Period of Coverage : from the date of arrival Hong Kong for maximum 365 days

投保期: 由到港日開始 最長 365 日

Premium Rate valid from 1 July 2023 to 30 June 2024

保費有效期由 2023 年 7 月 1 日至 2024 年 6 月 30 日

	Up to 92 days 92 日或以下	93 days to 184 days 93 日至 184 日	185 days to 365 days 185 日至 365 日
	HK\$ 港幣	HK\$ 港幣	HK\$ 港幣
Plan I 計劃一	310	530	1,000
Plan II 計劃二	430	830	1,550

#### Important Notes 重要事項:

1. Exchange Student from overseas/Mainland China to Hong Kong shall join this Insurance before arrival at Hong Kong. Exchange students and incoming students shall apply for 12 months of coverage every time and insurance coverage shall be continued until completion of study at HKBU.  
由海外國家/內地來港的交換生須於抵達香港前投保此保險。交換生及外地生每次須投保 12 個月，且必須連續投保至完成於浸會大學就讀的課程為止。
2. Incoming Short Term Staff or Visiting Scholars shall join this Insurance according to the contract period of his/her Employment Contract with HKBU from the arrival date from overseas to Hong Kong up to maximum 365 days. Extension of insurance coverage is not provided.  
到港短期/訪問職員必須根據其與浸會大學之受聘合約的合約期投保，從海外到港日開始投保，最長 365 天，不提供續保。
3. Any non-consecutive insurance period will result in exclusion of "Pre-Existing Conditions", Any claim for sickness or injury occurred one year before joining this Insurance will not be covered by the insurance policy.  
任何非連續性投保的保險期，保險公司將引用「已存在病況不保條款」，即任何於投保前一年內已存在的傷患或疾病，而不作賠償。
4. Any selective insurance period, insurance company reserves the final rights to reject his/her insurance application.  
保險公司保留不接受任何選擇性投保期的投保申請的最終決定權。
5. Insurance Company reserves the rights to request proof of Employment Contract with HKBU from applicants or Insured Person.  
保險公司保留向申請人或投保人要求與浸會大學之受聘合約的權利。

\*\*\*\*\*

#### Personal Data on this Form

From time to time, it is necessary for you to provide Personal Data to Finance Office in order to receive services from the Finance Office.

1. The Personal Data collected on this Form are used for the purpose of arranging Insurance Cover for the applicant.
2. Your Personal Data would be disclosed to the underwriters, insurance brokers or any other persons or companies for the purpose mentioned in (1.) above.
3. You have the rights to check, correct, or gain access to your personal data filed with the Finance Office. The University has the right to charge a certain fee for the processing of every data access request. All requests for access / correction of personal data held by Finance Office should be addressed to :

Director of Finance  
Finance Office  
Hong Kong Baptist University

#### 本表格內的個人資料

閣下不時須向財務處提供個人資料，以便財務處提供服務。

1. 本申請表上的個人資料將會用作安排保險用途。
2. 閣下的個人資料會提供給保險公司、保險顧問或任何人士或公司，作安排保險用途。
3. 閣下有權查核、更正或取得你在財務處檔案內之個人資料。大學有權對個人資料之查閱酌量收取費用。如欲取得/更正閣下在財務處之個人資料，請致函：

香港浸會大學  
財務處  
財務長