

控權人稅務居民身份自我證明表格 Controlling Person Tax Residency Self-Certification Form

保單編號 Policy Number	保單權益人姓名 Name of Policyowner	受保人姓名 Name of Life Insured
保險中介人編號 Insurance Intermediary Code	保險中介人姓名 Name of Insurance Intermediary	營業區 (如適用) Agency (if applicable)

重要事項 Important Notes

- 這是控權人 (下稱「您」) 向立橋人壽保險有限公司 (下簡稱為「立橋人壽」) 提供的自我證明表格。立橋人壽可根據2016年6月30日刊憲並生效的《2016年稅務(修訂) (第3號) 條例》及其後的相關修訂條例, 把收集所得的資料交給香港政府稅務局 (「稅務局」), 稅務局會將資料轉交到另一居留司法管轄區的稅務局。需提交的資料為您於立橋人壽相關的保單記錄及本表格收集所得的資料, 當中包括姓名、地址、出生日期、出生地、居留司法管轄區、稅務編號及保單資料 (包括保單號碼及保單價值資料) 等。
This is a self-certification to provide by the Controlling Person ("you") to Well Link Life Insurance Company Limited (referred to as "Well Link Life"). Your information may be transmitted by Well Link Life to the Inland Revenue Department of Hong Kong ("IRD") in accordance with the Inland Revenue (Amendment) (No. 3) Ordinance 2016 and the subsequent relevant amendment ordinance for transfer to the tax authority of another jurisdiction(s). Transmitted data would be your related policy information recorded with us and the information collected from this form, which includes your name, address, date and place of birth, jurisdiction of residence, taxpayer identification number (TIN) and policy information (including policy number and policy account value information) etc.
- 如您的稅務居民身份有所改變, 請於改變後30日內重新填寫自我證明表格並交回給立橋人壽。立橋人壽將以您最新簽署的自我證明表格為準。此表格中所載資料只會在立橋完成相關內部處理及審核程序後方能生效。
When there is any change of your tax residency, please complete self-certification form again and submit the same to Well Link Life within 30 days upon your change of tax residency. The latest self-certification form signed by you shall prevail. The information of the self-certification form shall be effective only after the completion of the relevant internal processing and clearance procedures by Well Link Life.
- 立橋無人壽法提供稅務建議及/ 或稅務居民身份的定義。如您有任何稅務相關或稅務居民身份問題, 請向專業法律及/ 或稅務顧問尋求建議。
Well Link Life are unable to provide tax advice and/or the definition for tax residency. If you have any questions on tax matters or tax residency, please seek advice from professional legal and/ or tax advisor(s).
- 此表格內的資料只用作向稅務局申報用途 (如需要)。如欲更新任何個人資料 (如姓名或地址等), 請另行填寫更改表格及遞交予立橋人壽。
The information in this form is only used for the purpose of reporting to the Inland Revenue Department (if required). If you want to update your personal information (e.g. name, address), please complete the service request form and submit to Well Link Life.

第一部份 - 控權人的身份識別資料

Part I - Identification of the Controlling Person

1. 控權人姓名 (須與身份證明文件上之姓名相同) Name of Controlling Person (as shown in the identity document)	英文姓名 English Name	_____	_____	中文姓名 Chinese Name	_____
		姓氏 Surname	名字 Given Name	中間名 Middle Name	
2. 香港身份證或護照號碼 Hong Kong Identity Card / Passport Number					
3. 現時居住地址 Current Residential Address					
	城市 City	國家 Country	郵政編碼/郵遞區號碼 Post Code/ZIP Code		
4. 通訊地址 (如通訊地址與現時住址不同, 填寫此欄) Mailing Address (Complete if different to the current residence address)					
	城市 City	國家 Country	郵政編碼/郵遞區號碼 Post Code/ZIP Code		
5. 出生日期 (年/月/日) Date of Birth (yyyy/mm/dd)			6. 出生地點 (可不填寫) Place of Birth (Not compulsory)		

第二部份 - 您作為控權人的實體帳戶持有人
Part II - The Entity Account Holder(s) of which you are a controlling person

填寫您作為控權人的實體帳戶持有人的名稱。
 Enter the name of the entity account holder of which you are a controlling person

實體 Entity	實體帳戶持有人的名稱 Name of the Entity Account Holder
(1)	
(2)	
(3)	

第三部份 - 居留司法管轄區及稅務編號或具有等同功能的識辨編號（以下簡稱「稅務編號」）
Part III - Jurisdiction of Residence and Taxpayer Identification Number or its Functional Equivalent ("TIN")

提供以下資料，列明（a）控權人的居留司法管轄區，亦即控權人的是該居留司法管轄區的稅務居民（香港包括在內）及（b）該居留司法管轄區發給控權人的稅務編號。列出所有（不限於 5 個）居留司法管轄區。

Complete the following table indicating (a) the jurisdiction of residence (including Hong Kong) where the controlling person is a resident for tax purposes and (b) the controlling person's TIN for each jurisdiction indicated. Indicate all (not restricted to five) jurisdictions of residence.

如控權人是香港稅務居民，稅務編號是其香港身份證號碼。
 If the controlling person is a tax resident of Hong Kong, the TIN is the Hong Kong Identity Card Number.

如沒有提供稅務編號，必須填寫合適的理由 A, B 或 C:
 If a TIN is unavailable, provide the appropriate reason A, B or C:

- 理由 A -** 控權人的居留司法管轄區並沒有向其居民發出稅務編號。
Reason A - The jurisdiction where the controlling person is a resident for tax purposes does not issue TINs to its residents.
- 理由 B -** 控權人不能取得稅務編號。如選取這一理由，解釋控權人不能取得稅務編號的原因。
Reason B - The controlling person is unable to obtain a TIN. Explain why the controlling person is unable to obtain a TIN if you have selected this reason.
- 理由 C -** 控權人毋須提供稅務編號。居留司法管轄區的主管機關不需要控權人披露稅務編號。
Reason C - TIN is not required. Select this reason only if the authorities of the jurisdiction of residence do not require the TIN to be disclosed.

居留司法管轄區 Jurisdiction of Residence	稅務編號 TIN	如沒有提供稅務編號，填寫理由 A、B 或 C Enter Reason A, B or C if no TIN is available	# 如選擇理由 B，請提供控權人不能取得稅務編號的原因 Explain why the controlling person is unable to obtain a TIN if you have selected Reason B
		<input type="checkbox"/> A <input type="checkbox"/> B # <input type="checkbox"/> C	
		<input type="checkbox"/> A <input type="checkbox"/> B # <input type="checkbox"/> C	
		<input type="checkbox"/> A <input type="checkbox"/> B # <input type="checkbox"/> C	
		<input type="checkbox"/> A <input type="checkbox"/> B # <input type="checkbox"/> C	
		<input type="checkbox"/> A <input type="checkbox"/> B # <input type="checkbox"/> C	

第四部份 – 控權人類別 Part IV – Type of Controlling Person				
就第二部份所載的每個實體，在適當方格內加上 ✓ 號，指出控權人就每個實體所屬的控權人類別。 Tick the appropriate box to indicate the type of controlling person for each entity stated in Part 2.				
實體類別 Type of Entity	控權人類別 Type of Controlling Person	實體 (1) Entity (1)	實體 (2) Entity (2)	實體 (3) Entity (3)
法人 Legal Person	擁有控制股權的個人（即擁有不少於百分之二十五的已發行股本） Individual who has a controlling ownership interest (i.e. not less than 25% of issued share capital)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	以其他途徑行使控制權或有權行使控制權的個人（即擁有不少於百分之二十五的表決權） Individual who exercises control/ is entitled to exercise control through other means (i.e. not less than 25% of voting rights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	擔任該實體的高級管理人員/ 對該實體的管理行使最終控制權的個人 Individual who holds the position of senior managing official/ exercises ultimate control over the management of the entity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
信託 Trust	財產授予人 Settlor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	受託人 Trustee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	保護人 Protector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	履行監督人 Enforcer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	受益人或某類別受益人的成員 Beneficiary or member of the class of beneficiaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	其他（例如：如財產授予人 / 受託人 / 保護人 / 履行監督人 / 受益人為另一實體，對該實體行使控制權的個人） Other (e.g. individual who exercises control over another entity being the settlor/ trustee/ protector/ enforcer/ beneficiary)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
除信託以外的法律安排 Legal Arrangement other than Trust	處於相等/ 相類於財產授予人位置的個人 Individual in a position equivalent/ similar to settlor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	處於相等/ 相類於受託人位置的個人 Individual in a position equivalent/ similar to trustee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	處於相等/ 相類於保護人位置的個人 Individual in a position equivalent/ similar to protector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	處於相等/ 相類於履行監督人位置的個人 Individual in a position equivalent/ similar to enforcer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	處於相等/ 相類於受益人或某類別受益人的成員位置的個人 Individual in a position equivalent/ similar to beneficiary or member of the class of beneficiaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	其他（例如：如處於相等/ 相類於財產授予人 / 受託人 / 保護人 / 履行監督人 / 受益人位置的人為另一實體，對該實體行使控制權的個人） Other (e.g. individual who exercises control over another entity being equivalent/ similar to the settlor/ trustee/ protector/ enforcer/ beneficiary)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
第五部份 - 居留司法管轄區及稅務編號聲明 Part V – Jurisdiction of Residence and TIN Declaration				
<p>根據實施的自動交換財務帳戶資料（「自動交換資料」）的法律、法規及國際協定，財務機構須辨別具有須申報外國稅務居民身份的帳戶持有人（包括某些帳戶持有人及保單受益人）和某些機構保單持有人的控權人，並向財務機構營運當地的稅務部門申報其稅務資料（包括但不限於姓名、地址、居留司法管轄區、該居留司法管轄區的稅務編號、帳戶結餘及收入資料）。當地稅務部門將每年定期把上述資料交予須申報外國稅務居民所屬居留司法管轄區的相關稅務部門。立橋人壽會將收集的稅務資料用於自動交換資料。這些資料以及其他關於帳戶持有人的資料可能會被傳遞給香港稅務局或其他本地或海外稅務部門用於轉交其他司法管轄區的稅務部門。</p> <p>Under the laws, regulations and international agreements for the implementation of automatic exchange of financial account information (“AEOI”), financial institutions are required to identify account holders (including certain policyholders and beneficiaries) and controlling persons of certain entity policyholders who are reportable foreign tax residents and report their information (including but not limited to their name, address, jurisdiction(s) of tax residence, tax identification number in that jurisdiction(s), account balance and income information) to the local tax authority where the financial institution operates. The local tax authority will provide this information to the tax authority of the reportable foreign tax resident’s country of tax residence on a regular, annual basis. The information provided to the Well Link Life will be used for the purpose of AEOI. This information and other information regarding the account holder may be transmitted by the Well Link Life to the Hong Kong Inland Revenue Department (“IRD”) or any other relevant domestic or foreign tax authority for transfer to the tax authority of another jurisdiction.</p> <p>在本表格中收集的資料，將用於自動交換資料的自我證明。根據《稅務條例》第 80(2E) 條，如任何人在作出自我證明時，在明知一項陳述在要項上屬具誤導性、虛假或不正確，或罔顧一項陳述是否在要項上屬具誤導性、虛假或不正確下，作出該項陳述，即屬犯罪。</p> <p>The information acquired in this form constitutes a self-certification for AEOI purposes. It is an offence under section 80(2E) of the Inland Revenue Ordinance if any person, in making a self-certification, makes a statement that is misleading, false or incorrect in a material particular and knows, or is reckless as to whether, the statement is misleading, false or incorrect in a material particular.</p> <p>有關自動交換資料的相關資訊，可瀏覽香港稅務局網頁。您亦可於經濟合作與發展組織（“OECD”）專頁，了解相關國家發佈的稅務居民身份規定，和可獲接受的稅務編號（“TIN”）格式。</p> <p>For information in relation to AEOI, please visit the Hong Kong Inland Revenue Department AEOI portal. You may also visit the Organisation of Economic Co-operation and Development (“OECD”) AEOI website for tax residency rules and acceptable TIN issued by the relevant jurisdictions.</p> <p>香港稅務局「自動交換財務帳戶資料」專頁 / Hong Kong Inland Revenue Department AEOI Portal: http://www.ird.gov.hk/eng/tax/dta_aeoi.htm OECD「自動交換財務帳戶資料」網頁 / OECD AEOI Website: http://www.oecd.org/tax/automatic-exchange/</p>				

第六部份 – 聲明及簽署**Part VI – Declaration and Signature**

本人，作為控權人，知悉及同意，財務機構可根據《稅務條例》（第 112 章）有關交換財務帳戶資料的法律條文，(a) 收集本表格所載資料並可備存作自動交換財務帳戶資料用途及(b) 把該等資料和關於控權人及任何須申報帳戶的資料向香港特別行政區政府稅務局申報，從而把資料轉交到控權人的居留司法管轄區的稅務當局。

I, the Controlling Person, acknowledge and agree that (a) the information contained in this form is collected and may be kept by the financial institution for the purpose of automatic exchange of financial account information, and (b) such information and information regarding the Controlling Person and any reportable account(s) may be reported by the financial institution to the Inland Revenue Department of the Government of the Hong Kong Special Administrative Region and exchanged with the tax authorities of another jurisdiction or jurisdictions in which the Controlling Person may be resident for tax purposes, pursuant to the legal provisions for exchange of financial account information provided under the Inland Revenue Ordinance (Cap.112).

本人，作為控權人，確認已經閱讀並且明白個人資料收集聲明（「本聲明」），本人同意立橋人壽可依照本聲明的條款收集、使用、儲存、處理、披露、轉移及以其他方式分用本人的個人資料。本人進一步確認，本人已獲得任何其他有關人士（如適用的話）的明示同意，可以按照本聲明所述的用途將他們的個人資料提供給立橋人壽，並允許立橋人壽可依照本聲明的條款收集、使用、儲存、處理、披露、轉移及以其他方式分用該等的個人資料；本人亦確認同意放棄任何本人所擁有的關於禁止或限制上述資料披露之全部權利（如有）。

I, the Controlling Person, confirm that I have read and understood the Personal Information Collection Statement ("the Statement"). I agree that Well Link Life may collect, use, store, process, disclose, transfer and otherwise share my personal data in accordance with the terms of the Statement. I further confirm that I have obtained the express consent of any other relevant individuals (where applicable) for providing their personal data to Well Link Life for the purposes stated in the Statement and for allowing Well Link Life to collect, use, store, process, disclose, transfer and otherwise share such personal data in accordance with the terms of the Statement. I also confirm and agree that I waive all rights I have, if any, to prohibit or restrict such disclosure.

本人，作為控權人，知悉在向立橋人壽提交自我申報證明書前，本人須全權負責就任何此法律及 / 或稅務後果（在所有適用的管轄範圍）尋求獨立法律及 / 或稅務諮詢。本人知悉及確立橋人壽或立橋人壽的任何代表均沒有向本人在這方面提供任何法律及 / 或稅務諮詢。

I, the Controlling Person, am reminded that it is my sole responsibility to seek independent legal and / or tax advice on any such legal and / or tax consequences (in all applicable jurisdictions) before making this self-certification to Well Link Life. I acknowledge and confirm that neither Well Link Life nor anyone on the behalf of Well Link Life has given me any legal and / or tax advice in that regard.

本人，作為控權人，證明就與本表格所有相關的實體帳戶持有人所持有的帳戶，本人是控權人或本人獲控權人授權簽署本表格。

I, the Controlling Person, certify that I am the Controlling Person or I am authorized to sign for the Controlling Person of all the account(s) held by the entity account holder(s) to which this form relates.

本人，作為控權人，承諾如情況有所改變，以致影響本表格第一部份所述的個人的稅務居民身分，或引致本表格所載的資料不正確，本人會通知立橋人壽，並會在情況發生改變後 30 日內，向立橋人壽提交一份已適當更新的自我證明表格。

I, the Controlling Person, undertake to advise Well Link Life of any change in circumstances which affects the tax residency status of the individual identified in Part I of this form or causes the information contained herein to become incorrect, and to provide Well Link Life with a suitably updated self-certification form within 30 days of such change in circumstances.

本人，作為控權人，聲明就本人所知所信，本表格內所填報的所有資料和聲明均屬真實、正確和完備。

I, the Controlling Person, declare that the information given and statements made in this form are, to the best of my knowledge and belief, true, correct and complete.

控權人簽署
Signature of Controlling Person

日期 (年/月/日)
Date (yyyy/mm/dd)

控權人姓名
Name of Controlling Person

身份 (如您不是第一部份所述的個人，請說明您的身份。如果您是以授權人身份簽署這份表格，須附上該授權書的核證副本。)
Capacity (Indicate the capacity if you are not the individual identified in Part 1. If signing under a power of attorney, attach a certified copy of the power of attorney)

警告：根據《稅務條例》第 80(2E) 條，如任何人在作出自我證明時，在明知一項陳述在要項上屬具誤導性、虛假或不正確，或罔顧一項陳述是否在要項上屬具誤導性、虛假或不正確下，作出該項陳述，即屬犯罪。一經定罪，可處第 3 級（即\$10,000）罰款。

WARNING: It is an offence under section 80(2E) of the Inland Revenue Ordinance if any person, in making a self-certification, makes a statement that is misleading, false or incorrect in a material particular AND knows, or is reckless as to whether, the statement is misleading, false or incorrect in a material particular. A person who commits the offence is liable on conviction to a fine at level 3 (i.e. \$10,000).

附註：本表格的英文及中文版本之間如有任何歧義，概以英文版本為準

Note: In case of discrepancies between the English and Chinese versions of this form, the English version shall prevail.

個人資料收集聲明(「本聲明」)

立橋人壽保險有限公司(以下統稱為「我們」或「我們的」)為立橋集團成員;團隊並不時加添新的聯營及附屬公司成員(統稱為「我們集團」或「立橋集團」)。我們明白其根據香港特別行政區個人資料(私隱)條例(第486章)(「私隱條例」)收集、持有、處理、使用、轉移、披露和/或共享該等個人資料所負有的責任,本聲明亦就此而制定。

收集個人資料目的

您並不時向我們提供關於您自己、保單權益人、受保人、索償人及/或其他有關人士的資料,以便我們能向您提供保險產品和服務。向我們提交您的資料是自願性的,然而,若您未能提供有關資料,可能導致我們不能為您或繼續為您提供保險及/或相關產品與服務。

我們可能向您收集、使用、儲存、處理、轉讓、披露或分用您的個人資料,以達到下列目的(包括但不限於):

1. 確保您及您的電腦能以最有效方式瀏覽我們的網站內容;
2. 確保我們能與您溝通,處理查詢,並驗證您的身份;
3. 確定您可能符合資格投保的保險計劃,並提供報價;
4. 為您處理評核向我們提出的投保申請,管理並進行調整、取消、更新保單、續保或附加批註;
5. 協助我們簽發、管理及處理您的保單、籌劃共同保險及/或再保險、執行付款指令、處理續保通知及相關服務;
6. 協助我們評核及處理索償申請、調查及結清索償、以及偵測和防止欺詐行為(無論是否與該索償申請的保單有關);
7. 行使代位權(如適用)或追收尚欠金額(如有);
8. 不時就本條款所列的任何目的核對所持有的與您有關的任何資料;
9. 為統計或其他目的進行市場研究,以改善我們的產品和服務及為您設計產品/服務;
10. 按保單條文履行我們與您之間的合約義務,及我們為向您提供任何產品或服務而牽涉的其他目的;
11. 推廣、管理、經營及促銷我們及立橋集團的保險產品及服務;
12. 就您事前訂明的同意(如有)約束之下,直接促銷下列「直銷」段落所述的產品、服務及其他標的,而您可在任何時間知會我們以行使撤回同意的權利;
13. 在您自願的情況下,讓您參與我們的互動服務;
14. 遵守任何義務、要求、政策、程序、措施或安排與我們及立橋集團分享資料;
15. 遵守任何適用法律、規則、規例、實務守則或指引所要求與我們及立橋集團分享資料、或披露個人資料以協助在香港或以外其他地方的警方或監管機構調查、或遵守與其他任何政府或監管機構協議、執法及進行制裁、預防或調查洗黑錢、恐怖主義融資、欺詐或其他非法活動;及
16. 其他在收集個人資料時或之前列明之目的。

個人資料轉讓

所有收集得來的個人資料將予以保密,但我們可能會按香港境內外的個別情況,把您的個人資料(包括信用資料和索償歷史)披露及轉讓至或由:

- 向我們提供技術或其他服務包括直接營銷服務、任何提供付款、數據處理、網站託管、與業務營運,和/或其他服務予我們之代理、承辦商或第三者和任何為我們提供保單管理和保險服務的服務供應商,包括但不限於保險中介人、財務顧問、為保險公司承保的分保公司、僱主、理賠師、索償調查公司、律師、會計師、醫護組織或專業人士、醫院、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)、金融機構和信用卡公司、信貸資料評級機構、追收債務機構等,不論在香港或其他地方,並有同等的保密義務;
- 相關的保險業協會/聯會及其成員、整合保險業索償及承保資料組織、防欺詐組織及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(及其營運者);
- 立橋集團成員、聯營公司和商業合作夥伴;
- 精算或研究機構;

- 政府、司法機構、執法機構、監管機構、稅務局或任何根據法例和/或監管責任而需作出披露的人士;和
- 其他在收集個人資料時列明的轉讓人士

以上情況適用於香港境內或境外的。假如我們需要把您的個人資料轉讓至香港境外地區,我們會確保受讓者擁有至少相當於我們的政策、程序、合適的安全伺服器及其他措施,以保障您的個人資料,而轉讓必須符合上述目的。

直銷

我們可能會不時使用、披露或提供您的姓名、聯絡資料、和個人資料(包括服務及產品組合、交易模式和行為、財務及背景資料)(「相關個人資料」),讓立橋集團的成員及我們的聯營公司和商業合作夥伴(無論有獲利與否)可以使用相關個人資料,為您提供與以下產品和服務進行直接促銷(包括但不於提供獎賞、客戶或會員或優惠計劃):

- 保險、銀行、金融、證券、資產管理和相關產品及服務;
- 健康、保健及醫療、餐飲、體育運動及會員服務、健身或類似的休閒活動、旅遊及交通、社交網絡、媒體的產品及服務。

我們及立橋集團有意向您送交推廣訊息或資料,及根據上述段落使用包括披露或提供您的相關個人資料,如沒有您的同意(包括不反對的表示),我們不會使用。您亦可以行使權利,撤回先前同意我們使用和/或披露相關個人資料,和/或向第三方提供相關個人資料作直銷用途的決定,假如您選擇行使該權利,我們要確保停止使用或提供相關個人資料作直銷用途,但作續保通知及相關服務則例外。如您不同意我們擬對您相關個人資料的使用、披露或提供,您可於任何時間致函給我們,以行使您不同意或撤回您同意此項安排的權利。

查閱個人資料

按照「私隱條例」規定,您有權查閱及更正我們所持有的個人資料。我們會盡快處理您提出的查閱及更正個人資料要求,但在某些情況下,我們可能會收取合理的費用,以抵銷我們為執行您的資料查閱要求而引致的行政和實際費用。如果我們未能為您提供資料,我們需提供拒絕理由,並提供所憑藉的法律理據。

若您要行使有關權利,或您對我們的私隱政策及個人資料收集聲明有任何疑問,請以書面方式郵寄至:個人資料保護主任(客戶服務),立橋人壽保險有限公司,香港上環干諾道中168-200號信德中心招商局大廈11樓1116-1118室。

資料保安

我們採取切實可行的步驟,確保我們所持有的個人資料受到保護,收集的個人資料亦儲存於安全伺服器內,並在合約或法律訂明的必要保留期限內(以較遲者為準),保留、維護、控制、保護您的個人資料,所有涉及付款交易及收集個人資料的網頁亦使用嚴格的保安程序。

保留權利

我們保留全權及絕對酌情權隨時更改或修改本聲明及私隱政策,以確保本聲明及私隱政策配合我們未來發展、行業發展趨勢和/或任何法律或監管規定的變動。

Personal Information Collection Statement ("Statement")

Well Link Life Insurance Company Limited (referred to hereinafter as "We", "Us", "Our") is a member of Well Link Group with associated, affiliated and subsidiary members companies as added from time to time (referred to hereinafter as "Our Group" or "Well Link Group"). We recognize Our responsibilities in relation to collection, holding, processing, use, transfer, disclose and/or share of personal data under the Personal Data (Privacy) Ordinance (Chapter 486 of the laws of Hong Kong) (the "PDPO") and this Statement is made accordingly.

Purpose of Collection

From time to time, it is necessary for you to supply Us personal information about yourself, policyowner, life insured, beneficiary and/or other relevant individuals in connection with our provision of products and services. Provision of the personal information to Us by you is voluntary. However, failure to supply such information may result in Us not being able to process your case and/or provide you or continue to provide you with insurance products and services you have applied for.

We may also collect, use, store, process, transfer, disclose or share your personal data for purposes including but not limited to:

1. ensuring that content from Our website is presented in the most effective manner for you and for your computer;
2. enabling Us to communicate with you, respond to your queries and to verify your identity;
3. identifying policies of insurance issued by Us for which you may be eligible and to provide you with quotes;
4. assessing, processing any application for policies of insurance that you make and administering and carrying out variations, cancellations, endorsements or renewals of insurance products as the case may be;
5. assisting in the issuance, administration, processing, arranging coinsurance and/or reinsurance of your insurance policies, payment instruction, policy renewal notice and relating services;
6. assessing and processing claims application, investigating and claims settling, detecting and preventing fraud (whether or not relating to the policy issued in respect of the claims application);
7. exercising rights of subrogation (if applicable) and collection of amounts outstanding (if any);
8. matching any data held which relates to you from time to time for purposes as listed here;
9. conducting market research for statistical or other purposes to allow Us to improve our products and services for you and designing products/services for You;
10. carrying out Our obligations arising from any contracts entered into between you and Us and other purposes in connection with the provision of any of Our products or services to you;
11. promoting, managing, conducting and marketing the insurance products and services of Well Link Life Insurance Company Limited and Our Group;
12. direct marketing of products, services and other subjects as described under the heading "Direct Marketing" below subject to your prior prescribed consent (if any), and you can exercise the right of opt-out by notifying Us at any time;
13. allowing you to participate in interactive features of Our service, when you choose to do so;
14. complying with any obligations, requirements, policies, procedures, measures or arrangements for sharing data and information within Us and Our Group;
15. using or making disclosure as required by any applicable law, rules, regulations, codes of practice or guidelines or to assist in law enforcement purpose, investigations by police or other government or regulatory authorities or bodies in Hong Kong or elsewhere and complying with the laws of any applicable jurisdiction in sanctions or prevention or detection of money laundering, terrorist financing, fraud or other unlawful activities within or outside Hong Kong; and
16. other purposes notified to you on or before the time of collection or use.

Data Transfer

Personal data held by Us will be kept confidential but We may, for the purposes set out above, disclose and transfer your personal data (including credit information and claims history) to or from:

- any agent, contractor or third party who provides technology or other services to Us including direct marketing services, payment, data processing, website hosting, administrative and/or other services to us in connection with company's operations and provision of policy administration and insurance services, including but not limited to insurance intermediaries, financial advisors, reinsurers, employers, loss adjusters, claims investigations companies, lawyers, accountants, healthcare entities or professionals, hospitals, other insurance companies (whether directly or through fraud prevention organization or other persons named in this paragraph), financial institutions and credit card companies, credit reference agencies and debt collection agencies etc. in Hong Kong or elsewhere and who has a duty of confidentiality to the same;

- related insurance industry associations/federations and their members, organizations that consolidate claims and underwriting information for the insurance industry, fraud prevention organizations and databases or registers (and their operators) used by the insurance industry to analyze and check information provided against existing information;
- any member of the Well Link Group, Our associates and business partners;
- organizations conducting actuarial or research studies;
- government, judicial, law enforcement, tax authority or competent regulatory bodies or any person to whom we are under a legal and/or regulatory obligation to make disclosure; and
- other persons as notified to you on or before the time of collection or use,

in each case both within and outside of Hong Kong. Where We transfer your personal data outside of Hong Kong We will ensure that the recipient of your personal data has in place policies, procedures, suitably secure servers and other measures at least equivalent to Our own.

Direct Marketing

We may, from time to time, use, disclose or provide your name, contact details and personal data (including services and products portfolio, transaction pattern and behavior, financial and demographic data) ("Relevant Personal Data") to members of Well Link Group and Our associates and business partners (whether for gain or not) for their use for the purposes of conducting direct marketing (including but not limited to providing reward, loyalty or privileged programs) in relation to the following classes of products and services that We, Our Group and Our associates or business partners may offer:

- Insurance, banking, financial, securities, assets management and related product and services;
- Products and services in relation to health, wellness and medical, food and beverage, sporting activities and membership, fitness or similar leisure activities, travel and transportation, social networking and media.

We and Well Link Group intend to send you marketing communications or material and use, disclose or provide your Relevant Personal Data in accordance with the paragraphs above for direct marketing purpose and we cannot do so without your consent (which includes an indication of no objection). You may exercise your right to withdraw your consent to the use and/ or the disclosure or provision of your Relevant Personal Data by Us to a third party for direct marketing purposes, and if you choose to exercise such right, We shall cease to use and disclose or provide your personal data for direct marketing purposes, save and except for the purpose of Policy renewal and related services. If you do not agree to Our intended use, disclosure or provision of your Relevant Personal Data, you may write to Us to opt out from or withdraw your consent to direct marketing at any time.

Access Requests

You have the right in accordance with the PDPO to request access to and correct your personal data held by Us. Your request to provide information will be dealt with in a reasonable time and We may recover from you Our reasonable cost for processing your request and supplying the information to you. If We do not provide you with access, We will provide you with reasons for the refusal and inform you of any legal exceptions relied upon.

If you wish to access or correct your personal data held by Us, or if you have any questions, comments and requests regarding this Statement and Our Privacy Policy Statement, please submit your request in writing and address to: Data Protection Officer of Customer Service, Well Link Life Insurance Company Limited, Units 16-18, 11/F., China Merchants Tower, Shun Tak Centre, 168-200 Connaught Road Central, Sheung Wan, Hong Kong.

Security

All information you provide to Us is stored on Our secure servers and, are maintained, controlled, protected and retained for either the period of Our business relationship or, for the requisite retention periods as stipulated in any contractual arrangements or applicable laws (whichever is later). Any payment transactions and all pages that require personal information will be processed in secured way.

Reservation of Rights

We reserve Our rights to vary or amend this Statement and Our Privacy Policy Statement at any time and at Our sole and absolute discretion to ensure the consistency with Our future developments, industry trends and/or any changes in legal or regulatory requirements.