

Request for personal particulars change/ online service account registration

更改個人資料／登記網上服務帳戶申請

Online submission is now available, you may access online to submit your request directly (<https://portal.fpinternational.com/fpi-portal-fe/login.html#/>). If you would like to obtain further information, please call our customer hotline on +852 3550 6188 or email customerservicing@fpihk.com and we will be happy to assist.

現在您可透過網上系統提交服務指示，您可經以下網址按指示直接提交所需服務 (<https://portal.fpinternational.com/fpi-portal-fe/login.html#/>)。如有任何查詢，請致電我們的客戶服務熱線 +852 3550 6188 或電郵至 customerservicing@fpihk.com，我們十分樂意提供協助。

Please write in English and in BLOCK CAPITALS.
請用英文正楷填寫。

Policy details must be completed.
必須填寫保單資料。

Policy details 保單資料

Policy number(s)
保單號碼

First (or only) policyholder
第一 (或唯一) 保單持有人

Second policyholder
第二保單持有人

Title
稱謂

Mr Mrs Miss Ms
先生 太太 小姐 女士

Mr Mrs Miss Ms
先生 太太 小姐 女士

Surname
姓氏

First name
名字

Contact telephone number
聯絡電話號碼

Please tick the required change(s) 請選擇所需更改

Part 1 Change/Correction of personal details 第1部分 更改個人資料

New/Corrected name
新／更改姓名

Surname (as shown on HKID card/passport)
姓氏 (如香港身分證／護照所示)

First name (as shown on HKID card/passport)
名字 (如香港身分證／護照所示)

New/Corrected HKID card/Passport number
新／更改香港身分證／護照號碼

New/Corrected date of birth
新／更改出生日期

You will be required to provide an original or certified HKID/Passport copy that verifies your personal details.
您需提供香港身分證／護照的正本或核證副本以確認您的個人資料。

Part 2 Change of contact details 第2部分 更改聯絡資料

	First (or only) policyholder 第一 (或唯一) 保單持有人	Second policyholder 第二保單持有人
<input type="checkbox"/> Residential address 住宅地址	<div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p><input type="checkbox"/> Hong Kong 香港 <input type="checkbox"/> Kowloon 九龍</p> <p><input type="checkbox"/> New Territories 新界</p>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p><input type="checkbox"/> Hong Kong 香港 <input type="checkbox"/> Kowloon 九龍</p> <p><input type="checkbox"/> New Territories 新界</p>

**Supporting documents for Hong Kong residential address
香港住址證明文件**

To verify your residential address we require a copy of a supporting document. Any documents must be issued in your name and within three months and show the residential address that requested to be changed. Please send your request together with any of the following documents: 我們需要您提供最近三個月內發出附有發出日期和閣下姓名的住址證明文件，以確認您的住址。您可選擇提供以下其中一種證明文件：

- Utility bill (water, gas, electricity, landline telephone connection), rates invoice, mobile telephone/cable TV/internet service provider's bill
公用機構發出的賬單（水費、煤氣費、電費、固網電話）、差餉、手提電話／收費電視／互聯網服務供應商的賬單
- Tax assessment document
稅務評估文件
- Bank account statement
銀行帳戶月結單
- Letter from your employer, confirming your residential address
由您的僱主發出，用以確認您的住址之文件
- Proof of ownership or rental of the residential address
住宅地址之擁有權或租約證明

<input type="checkbox"/> Correspondence address (if applicable) 通訊地址（如適用）	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>
	Country code – Area code 國家號碼 – 地區號碼	Country code – Area code 國家號碼 – 地區號碼
<input type="checkbox"/> Contact telephone number 聯絡電話號碼	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input type="checkbox"/> Email address 電郵地址	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

If you have existing email address in our record, such would be updated and changed to this new email address. This new email address will supersede your online service account user ID (if applicable) to become your new user ID. 如您在我們公司記錄已有電郵地址，此新電郵地址將取代現有的電郵地址及更新成為您在網上服務用戶之新帳號（如適用）。

	Policy owner/Trustee/Authorised Signatory 1 保單持有人/受託人/獲授權簽署人 1	Policy owner/Trustee/Authorised Signatory 2 保單持有人/受託人/獲授權簽署人 2
Signature(s) 簽署	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Date (dd/mm/yyyy) 日期（日/月/年）	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">D</div> <div style="border: 1px solid black; padding: 2px;">D</div> <div style="border: 1px solid black; padding: 2px;">M</div> <div style="border: 1px solid black; padding: 2px;">M</div> <div style="border: 1px solid black; padding: 2px;">Y</div> <div style="border: 1px solid black; padding: 2px;">Y</div> <div style="border: 1px solid black; padding: 2px;">Y</div> <div style="border: 1px solid black; padding: 2px;">Y</div> </div>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">D</div> <div style="border: 1px solid black; padding: 2px;">D</div> <div style="border: 1px solid black; padding: 2px;">M</div> <div style="border: 1px solid black; padding: 2px;">M</div> <div style="border: 1px solid black; padding: 2px;">Y</div> <div style="border: 1px solid black; padding: 2px;">Y</div> <div style="border: 1px solid black; padding: 2px;">Y</div> <div style="border: 1px solid black; padding: 2px;">Y</div> </div>

Part 2 Change of contact details (cont.) 第2部分 更改聯絡資料 (續)

	Policy owner/Trustee/Authorised Signatory 1 保單持有人/受託人/獲授權簽署人 1	Policy owner/Trustee/Authorised Signatory 2 保單持有人/受託人/獲授權簽署人 2
Full name 全名	<input type="text"/>	<input type="text"/>
Country of birth 出生國家	<input type="text"/>	<input type="text"/>
Country or countries of tax residence 稅務地區 (一個或多個)	<input type="text"/>	<input type="text"/>
Tax reference number (ie TIN/NI) 稅務參考編號 (即稅務編號/國民保險號碼)	<input type="text"/>	<input type="text"/>
If unavailable, provide a functional equivalent (e.g. National Insurance Number, Social Security Number, Resident Card Number) 如果沒有, 請提供功能相等的 (例如國民保險號碼、社會安全號碼、居民卡號碼)	<input type="text"/>	<input type="text"/>
Are you a us Specified Person? 你是否美國特定人士?	Yes <input type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 否 <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> 是 <input type="checkbox"/> 否 <input type="checkbox"/>

 Part 3 Online service account registration 第3部分 登記網上服務帳戶**Self registration 自助登記**

You may access the following link to register now with your policy details.
您可登入以下網址按指示直接登記網上服務帳戶

<https://portal.fpinternational.com/fpi-portal-fe/login.html#/>

 Request for online service account registration 申請網上服務帳戶登記

You may fill in the below and send it to us to register the online service account for you.

To: Friends Provident International Limited ('the Company')

I/We, the policyholder(s) of the policy numbers listed above, have read and understood the terms and conditions of the Friends Provident International website: www.fpinternational.com.hk and agree to these. I/We hereby give Friends Provident International authority to activate my/our online service account. I am/We are aware of the security risks associated with the use of email and take responsibility in sending my/our information via email.

致：英國友誠國際有限公司(本公司)

本人/我們為上述保單號碼之保單持有人，已閱讀並明白英國友誠國際網址條款並同意有關條款。本人/我們現授權英國友誠國際啟動本人/我們的網上服務帳戶。本人/我們知悉使用電郵之安全風險及對以電郵傳送我們的資料負全部責任。

	First (or only) policyholder 第一 (或唯一) 保單持有人	Second policyholder 第二保單持有人
Date of birth 出生日期	<input type="text" value="D D M M Y Y Y Y"/>	<input type="text" value="D D M M Y Y Y Y"/>
Mobile telephone number 手提電話號碼	<input type="text"/>	<input type="text"/>
	Country code – Area code 國家號碼 – 地區號碼	Country code – Area code 國家號碼 – 地區號碼
	<input type="text" value="()-()"/>	<input type="text" value="()-()"/>
Email address 電郵地址	<input type="text"/>	<input type="text"/>

This email address will become your online service account user ID.
此電郵地址將成為您在網上服務之用戶帳號。

Note 註

Please read our www.fpinternational.com/legal/portal-privacy.jsp privacy and cookies policy for further information. Once we have registered your email address, we may use it to send you correspondence relating to your policy(s). Please note that we will not email you with any sensitive or personal information. We will not email you any marketing material or disclose your email address to any third parties.

請參閱<https://zh.fpinternational.com.hk/legal/privacy-and-cookies.jsp>了解私隱政策的詳細資料。當我們註冊您的電郵地址後，我們可能會用它向您發送有關保單的通知。請注意，我們不會透過電郵向您發送任何敏感或個人信息。我們不會通過電郵向您發送任何推廣資訊或向任何第三方披露您的電郵地址。

Personal Data (Privacy) Ordinance ('PDPO') Personal information collection statement ('PICS') (cont.)

個人資料(私隱)條例(「個人資料(私隱)條例」)收集個人資料聲明(「聲明書」)(續)

- 1 We take the responsibility of handling your personal data very seriously and we will only ask you for details required to process your requests to us. Please be aware of our privacy policy - please visit www.fpinternational.com.hk/legal/privacy-and-cookies.jsp to view the full policy or this can be provided on request from our Data Protection Officer.
我們十分重視處理個人資料的責任，我們只會向您查詢所需的資料以處理有關指示。請瀏覽<https://zh.fpinternational.com.hk/legal/privacy-and-cookies.jsp>以查閱完整的私隱政策；您亦可向本公司的資料保護主任索取此政策。
- 2 Friends Provident International Limited ('FPIL', 'we', 'our' or 'us') is committed to protecting the privacy of its customers. We are bound by the Data Protection Principles set out in the PDPO. We only collect, use or disclose your personal data in accordance with the PDPO and this PICS.
英國友誠國際有限公司(「英國友誠國際」或「本公司」)致力保護本公司客戶的私隱。本公司須受個人資料(私隱)條例所載的保障個人資料原則約束。本公司只會根據個人資料(私隱)條例及本聲明書而收集、使用或披露您的個人資料。
- 3 It is mandatory for you to provide all of the personal data requested on this form. Failure to provide all the personal data requested on this form may mean that we are unable to process your application.
您必須提供本表格中要求提供的所有個人資料。如您未能提供本表格要求提供的所有個人資料，則可能導致本公司無法處理您的申請。
- 4 The personal data collected or held by FPIL which includes all the personal data contained in the application form you have completed, or in any document to be provided to FPIL which forms part of the application form, or is otherwise authorised by you to be provided to FPIL, may be used by us for the following purposes (all purposes in this paragraph 4 shall collectively be referred to as the 'purposes'):
英國友誠國際所收集或持有的個人資料(包括您填妥的申請表格或將向英國友誠國際提供並構成投保申請表格一部分的任何文件所載的所有個人資料，或其他已獲您授權提供予英國友誠國際的所有個人資料)均可由英國友誠國際用作以下用途(在第4段詳列的所有用途統稱為「有關用途」):
 - (i) processing the policy application form including underwriting;
處理投保申請表格(包括承保)；
 - (ii) administering your policy and providing services in relation to your policy;
管理您的保單及提供與您保單相關的服務；
 - (iii) investigating and processing claims made under your policy;
調查及處理您根據保單提出的索償；
 - (iv) conducting research, surveys, customer analysis and data matching for statistical purposes;
研究、調查、客戶分析、資料核對及統計用途；
 - (v) keeping you informed about other insurance and financial products and services provided by FPIL, and other financial services providers with whom FPIL maintains business referral or partnership arrangements;
讓您了解由英國友誠國際及與英國友誠國際保持業務轉介關係或業務夥伴安排的其他理財服務供應商所提供的其他保險及理財產品及服務；
 - (vi) facilitating direct debits, requests for payment of premiums, surrender values and death benefit claims;
接受直接付款，支付保費要求、退保價值及身故利益索償要求；
 - (vii) communicating with you, the insured, and your financial adviser for purposes relating to the policy;
就與保單相關的事項與您、受保人及您的理財顧問聯繫；
 - (viii) communicating with government authorities, any industry association or federation such as the Hong Kong Federation of Insurers or similar organisation ('Federation'), any members of the Federation to allow these parties to carry out their regulatory functions or such other functions that may be assigned to them from time to time and are reasonably required in the interest of the insurance industry or any member(s) of the Federation;
與政府機構、任何行業協會或聯會(例如香港保險業聯會或類似機構)(「聯會」)、聯會的任何成員聯繫，以便有關方面可履行其監管職責或者可能不時委派予聯會而且對保險業界或聯會任何成員的利益而言是合理需要的其他職責；
 - (ix) meeting any disclosure requirements imposed by any local or foreign law or court order binding on FPIL or pursuant to guidelines issued by regulatory or other relevant authorities with which FPIL is expected to comply;
符合對英國友誠國際具約束力的任何本地或外地法例或法庭命令，或根據監管或其他相關機構所要求英國友誠國際遵守的指引而提出的任何披露要求；
 - (x) meeting any tax assessment and tax collection obligations;
履行任何評稅及徵稅責任；
 - (xi) allowing government authorities (such as the Insurance Authority) to carry out their regulatory functions;
允許政府機構(例如保險業監管局)履行其監管職責；
 - (xii) prevention of crime or detection of fraud, debt collection, enabling assets to be rightfully claimed; and
防止罪行或偵查欺詐及收集債務，使資產得以適當方式索償；及
 - (xiii) enabling actual or proposed assignee or transferee of FPIL to evaluate FPIL.
讓英國友誠國際的實際或建議承讓人或受讓人能夠評估英國友誠國際。
- 5 The passing of personal data to other third parties whether within or outside Hong Kong by FPIL for the purposes:
英國友誠國際移交個人資料予香港境內或境外的其他第三方作有關用途：
For the purposes, FPIL may provide your personal data to the following:
英國友誠國際可就有關用途而向以下人士提供您的個人資料：
 - (i) your financial adviser;
您的理財顧問；

Personal Data (Privacy) Ordinance ('PDPO') Personal information collection statement ('PICS') (cont.)**個人資料(私隱)條例(「個人資料(私隱)條例」)收集個人資料聲明(「聲明書」)(續)**

- (ii) companies carrying on reinsurance related business;
經營再保險相關業務的公司；
- (iii) medical examiners and practitioners;
醫生；
- (iv) claims investigation companies in the event of a claim;
索償調查公司(在出現索償情況下)；
- (v) any professional adviser, data processor, IT service provider, mailing house or third party service providers providing administration services to FPIL;
向英國友誠國際提供任何專業顧問、資料處理員、資訊科技服務供應商、郵遞公司或提供管理服務的第三方供應商；
- (vi) researchers;
調查機構／人員；
- (vii) any actual or proposed assignee of FPIL or transferee of FPIL's rights in respect of the customer;
英國友誠國際的任何實際或建議承讓人或承繼英國友誠國際對客戶的權利的任何實際或建議受讓人；
- (viii) government agencies and authorities as required or permitted by law;
法律規定或允許的政府機構及部門；
- (ix) any industry association or Federation; and
任何保險業協會或聯會；及
- (x) any person pursuant to a court order.
根據法院命令所指的任何人士。
- 6 You have various rights in relation to your personal data including accessing your data, and in some limited circumstances objecting to processing or having your data erased. You can find out more information about how to exercise these rights and details of who to contact with queries on our privacy practices by viewing our full privacy policy available on our website www.fpinternational.com.hk/legal/privacy-and-cookies.jsp or it can be provided upon request from our Data Protection Officer, Friends Provident International Limited, Royal Court, Castletown, Isle of Man, British Isles IM9 1RA.
您就您的個人資料擁有各種權利，包括查閱您的資料，以及在某些有限的情況下反對處理或刪除您的資料。您可以瀏覽本公司的網站 <https://zh.fpinternational.com.hk/legal/privacy-and-cookies.jsp> 查閱完整的私隱政策，進一步了解有關如何行使這些權利以及查詢有關私隱慣例。您亦可向本公司的資料保護主任(地址：Friends Provident International Limited, Royal Court, Castletown, Isle of Man, British Isles IM9 1RA)索取完整的私隱政策。

- 7 Nothing in this PICS shall limit the rights of customers or insured persons under the PDPO.
本聲明書所載內容不會限制您根據個人資料(私隱)條例享有的權利。

8 Declarations 聲明

I/We have read and understood this PICS.

本人／我們已閱讀並明白本聲明書。

First (or only) policyholder
第一(或唯一)保單持有人

Second policyholder
第二保單持有人

Signature(s)
簽署

Date
日期

PLEASE SIGN & SEND THE COMPLETED FORM NO LATER THAN 14 DAYS TO US

請將已填妥及簽署的表格於14天內交予本公司

Email 電郵 : polycyservicing@fpihk.com

Mail 郵寄 : Friends Provident International Hong Kong office, 803, 8/F., One Kowloon, No.1 Wang Yuen Street, Kowloon Bay, Hong Kong.
英國友誠國際香港辦事處，香港九龍灣宏遠街1號一號九龍803室。

Friends Provident International Limited: Registered and Head Office: Royal Court, Castletown, Isle of Man, British Isles, IM9 1RA. Isle of Man incorporated company number 11494C. Authorised and regulated by the Isle of Man Financial Services Authority. Provider of life assurance and investment products. **Hong Kong branch:** 803, 8/F., One Kowloon, No.1 Wang Yuen Street, Kowloon Bay, Hong Kong. Authorised by the Insurance Authority of Hong Kong to conduct long-term insurance business in Hong Kong. Friends Provident International is a registered trademark and trading name of Friends Provident International Limited.

英國友誠國際有限公司：註冊及總辦事處：Royal Court, Castletown, Isle of Man, British Isles, IM9 1RA
馬恩島的註冊公司號碼為11494C 獲Isle of Man Financial Services Authority認可及監管
人壽保險及投資產品的供應商 獲

香港分公司辦事處：香港九龍灣宏遠街1號一號九龍803室
獲香港保險業監管局授權在香港經營長期保險業務
英國友誠國際為英國友誠國際有限公司的註冊商標及商號