



**WEB USER ID / ONLINE EMPLOYEE DATA SUBMISSION SERVICE REQUEST FORM FOR
POLICYHOLDER**

團體保單持有人網上用戶編號及網上申報/更改僱員資料服務申請表格

PART A: INFORMATION OF POLICYHOLDER AND USER ID SETUP

甲部: 投保公司及網上用戶設定資料

Policy No. 保單編號 : _____

Policyholder Name 投保公司名稱 : _____

Policy Initial Effective Date 保單生效日期 : _____

Preferred Date Format displayed on Web
自選網上日期格式 : dd/mm/yyyy 日/月/年 mm/dd/yyyy 月/日/年

Apply for On-line Employee Data Submission Service
申請網上申報/更改僱員資料服務 : Yes 申請 (* not applicable to all policyholders of package plans and group travel and personal accident (GPA/GCA/GTC) policies.)
*不適用於所有套裝計劃及團體旅遊保險計劃之保單持有人

Requested By 申請人姓名

(Note: User ID and Password confirmation letters will be sent directly to the corresponding contact person in AIA's record.)

(登入用戶編號及密碼將會郵寄至貴公司之負責人收):

Contact No. 申請人電話: _____

Email Address 電郵地址 : _____
(Maximum length of the Email Address is 40 characters 電郵地址不能多於 40 字)

Should there be any changes on the above information, please inform AIA Corporate Solutions Department in writing (fax no: 2808-4548).

如需更改以上資料, 請以書面通知友邦保險(國際)有限公司團體業務部。

PART B: DECLARATION

乙部: 聲明

- On behalf of myself and my eligible employees, I have read and hereby agree to be bound by all of the Terms and Conditions set out in the AIA Corporate Solutions website (as maybe amended from time to time) relating but not limited to the use of electronic update of employee/dependent data via the said website issued by AIA International Limited (if online employee data submission service is applicable).
本人及本人謹代表合資格受僱員等細閱並且同意友邦保險(國際)有限公司於友邦保險團體業務部網頁上所載關於但不謹至於透過互聯網更新受僱員資料之條款及細則(有關內容可隨時修訂)。
- On behalf of myself and my eligible employees, I understand and agree that the acceptance of application will be subject to AIA Corporate Solutions Department's approval.
本人及本人謹代表合資格受僱員等明白及同意是項申請需經友邦保險團體業務部審批。

In the event of any conflict or ambiguity between the Chinese and the English versions of this application, the English version shall prevail.
本申請表格之中, 英文內容如有歧異, 一概以英文本為準。

Authorized Signature and Company Chop
授權簽署及公司印鑑

Date: yyyy/mm/dd
日期: 年/月/日

For AIA Internal Use Only

Group Policy No:	User ID:
Processed By:	Checked By:
Date:	Date: