



下載國壽海外APP

即時享受升級用戶體驗！輕鬆提交理賠申請及查閱進度。



長期病假賠償申請表 LONG TERM SICK LEAVE CLAIM FORM

保單持有人姓名 Name of Policyholder

受保人姓名 Name of Insured

保單編號 Policy No.

受保人身份證/護照號碼 I.D. / Passport No. of Insured

保險仲介人資料 INSURANCE INTERMEDIARY INFORMATION

保險仲介人姓名 Name of Insurance Intermediary

保險仲介人編號 Insurance Intermediary Code

聯絡電話 Contact No.

重要須知 IMPORTANT NOTE

- 請以正楷填寫本申請表。任何資料如有更改，受保人及保單持有人/索償人必須在更改的位置簽署作實。Please complete this form in BLOCK LETTERS. All amendments should be endorsed by the Insured & Policyholder / Claimant in full signature.
- 本申請表中所用之「本公司」或「貴公司」之表述指中國人壽保險(海外)股份有限公司。The expressions "the Company" or "our Company" used in this form refers to China Life Insurance (Overseas) Company Limited.
- 本申請表第一部分必須由受保人及保單持有人/索償人填寫，並需於出險日起二百一十日內連同有關之證明文件呈交本公司。Part I of this form must be completed by Insured and Policyholder/Claimant and returned to the Company within 210 days (both days inclusive) from date of incident along with the relevant supporting document(s).
- 如受保人為十八歲或以上，受保人及保單持有人必須親自填寫及簽署本申請表，如受保人為十八歲以下，本申請表應由保單持有人及受保人之合法監護人填寫及簽署。如受保人/保單持有人因傷殘不能書寫，其直系親屬可代為填寫本申請表及簽字，並提供關係證明及醫生證明。If the insured is at or above age 18, the Insured and policyholder must complete and sign this form by his or her good self. If the insured is under age 18, this form should be completed and signed by policyholder and the insured's legal guardian. In the event that the Insured/ policyholder is physically incapacitated and prevented from signing, this form may be completed and signed by an immediate family member with relevant relationship proof and physician's statement provided.
- 保單持有人之簽署必須與本公司之紀錄相同。The signature of the Policyholder must be the same as the Company's record.
- 保險仲介人或銀行營業員收到本申請表並不代表本公司已收到。Receipt of this form by your Insurance Intermediary or bank officer does not constitute receipt by the Company.
- 如有任何查詢，請與閣下的保險仲介人聯絡或致電本公司客戶服務熱線(852) 3999 5519 查詢。填妥的表格及所需檔請寄往香港灣仔軒尼詩道 313 號中國人壽大廈 24 字樓 / 中國深圳市福田區福田路 24 號海岸環慶大廈 35 樓。If you have any queries, please feel free to contact your Insurance Intermediary or our Customer Service Hotline at (852) 3999 5519 for details. Completed form(s) and required document(s) should be sent to China Life Insurance (Overseas) Co. Ltd., 24/F, CLI Building, 313 Hennessy Road, Wan Chai, Hong Kong or 35/F, Hai An Huan Qing Building, 24 Futian Road, Futian District, Shenzhen, China.
- 本公司有權隨時更新此申請表，並拒絕未符合本公司要求的申請表。請登入本公司網站 www.chinalife.com.hk 瀏覽及下載最新版本。The Company has the right to update this form from time to time and reject the form if the Company's requirements are not fulfilled. Please visit our website www.chinalife.com.hk to view and download the latest version of the form.
- 如中英文版本有任何抵觸或不符之處，一概以中文版本為準。If there is any discrepancy or inconsistency between the English version and the Chinese version, the Chinese version shall prevail.



保單號碼 Policy No.

第一部份 – 索償資料 (由受保人填寫，如受保人未滿 18 歲，則由保單持有人填寫)

PART I – PARTICULARS OF CLAIM (To be completed by Insured/Policyholder if insured is below 18 years old)

A. 受保人一般資料 GENERAL INFORMATION OF INSURED

1 受保人年齡及性別 Age and Sex of Insured

2 聯絡電話 Contact phone no:

3 職業(必須填寫) Occupation (Compulsory)

行業(必須填寫) Business (Compulsory)

4 索償申請類別 Type of claim

☐ 首次索償 New Claim

☐ 再度索償 Further Claim

☐ 待決賠案 Pending Claim

☐ 重批/覆核 Review / Appeal

5 通訊地址 Mailing Address

6 您有否因同一事故曾/將會向其他保險公司索償？如是，請提供詳細資料。Have you claimed/ will you claim from other insurance company for the same incident? If yes, please provide details.

☐ 是 Yes

☐ 否 No

保險公司名稱 Name of Insurance Company

保單號碼 Policy No.

保障類別及保障金額 Type & Amount of benefit

B. 受保人學歷及工作詳情 ACADEMIC QUALIFICATION AND WORKING DETAILS OF INSURED

1 受保人之學歷、認可知識及訓練 Your academic qualification, qualified knowledge and training

2 公司/僱主名稱 Company/Employer Name

電話號碼 Telephone No.

地址 Address

3 現職職位及職責(若多於一種職業,請列明所有職位及職責)Position and duties of present occupation (if more than one, please state all).

4 有否向僱主申請病假 Filed any sick leave application to employer?

☐ 沒有 No

☐ 有 Yes

由 From

年 Year

月 Month

日 Day

至 To

最後上班日期 Last Day of Duty

復職日期 Resumed duty on

5 如仍在休假中，請提供預計復職日期。

If you are still on sick leave, please provide the expected date to resume duty.

C. 因意外導致傷殘 FOR DISABILITY DUE TO ACCIDENT

1 意外發生日期及時間 Date and time of the accident

年 Year

月 Month

日 Day

時 Hour

分 Minute

上午/下午 AM/PM

C. 因意外導致傷殘(續) FOR DISABILITY DUE TO ACCIDENT (Continued)

2 意外發生地點及經過 Location and details of the accident

3 請詳述意外受傷部位及傷勢類別 Please describe the part(s) of body injured and the type of injury.

4 閣下有否報警？如有，請提供以下資料 Did you report to the police? If yes, please provide the following information

☐ 沒有 No	☐ 有 Yes	警署地點 Police Station	檔案編號 Case Reference No.

註：請附上警察報告/交通意外報告/口供紙/酒精測試報告影印本。

Remarks: Please attach a photocopy of the Police Report / Traffic Accident Report / Police Statement / Alcohol Test Report.

5 閣下有否就次意外向社會福利署/勞工處申請理賠？ Did you apply for compensation from Social Welfare Department / Labour Department for the same accident?

☐ 沒有 No	☐ 有，請提供判傷紙/傷殘津貼證明 Yes, please provide Social Welfare Allowance / Labour Assessment Certificate
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D. 因疾病導致傷殘 FOR DISABILITY DUE TO ILLNESS

1 請描述病徵 Please describe the symptoms

2 首次出現病徵日期 Date of symptoms first appeared 年 Year 月 Month 日 Day

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3 首次求診之醫生姓名/醫院 Name of physician / hospital first consulted for the above condition

首次求診日期 Date of first consultation:	年 Year	月 Month	日 Day

醫生/醫院名稱及地址 Name & Address of Physician/Hospital

4 請提供慣常求診之醫生或醫院資料。 Please provide details of usual Physician(s) / Hospital(s)

醫生/醫院名稱 Name of physician/hospital

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醫生/醫院地址 Address of physician/hospital

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5 a) 受保人於何時開始就此病向醫生求診 When did the Insured consult a physician for this illness?

年 Year	月 Month	日 Day

b) 請列出就此病而求診之醫生姓名及醫院和地址 Name and address of all physicians/hospital treated for this illness?

醫生姓名 / 醫院名稱 Physician / Hospital	地址 Address	診治日期 Date of attendance			病因 Disease or condition
		年 Year	月 Month	日 Day	

E. 賠款方式 PAYMENT METHODS

請就每宗理賠申請選擇一項理賠支付方式。如未有註明指示，理賠將以港元劃線支票進行支付，並經由保險仲介人轉遞。Please select one settlement option for each claim submission. For any unspecified instruction, the payment will be issued by crossed cheque in HKD and delivered via Insurance Intermediary.

賠款幣種選擇 PAYMENT CURRENCY OPTION (如無註明，賠款將以港幣發放。If not specified, payment will be issued in HKD.)

☐ 保單貨幣 Policy Currency ☐ 港幣 Hong Kong Dollar

1 自動入賬 DIRECT CREDIT

銀行名稱 Name of bank

銀行編號 Bank Code

分行編號 Branch Code

戶口號碼 Account No.

賬戶持有人姓名(中文) (必須為受保人)

Name of bank account holder (Chinese) (Insured Only)

賬戶持有人姓名(英文) (必須為受保人)

Name of bank account holder (English) (Insured Only)

- ☐ **轉數快 FPS**
- ☐ **轉賬至本地銀行之賬戶 TRANSFER TO ACCOUNT IN LOCAL BANK**
- ☐ **轉賬至本公司已登記之預設收款賬戶 TRANSFER TO DEFAULT PAYMENT ACCOUNT REGISTERED IN OUR COMPANY**

備註：

- 銀行賬戶持有人必須為受保人。Bank Account Holder must be the Insured.
- 倘未有足夠資料顯示銀行賬戶持有人為受保人或因故未能成功自動入賬，有關款項將以劃線支票形式發出。If there is insufficient information to identify the ownership of bank account belonging to the Insured or direct credit has failed for any reason, the payment will be issued in the form of a crossed cheque.
- 如選擇以「轉數快」方式領款 If you choose to receive the payment by "FPS",
 - 「轉數快」只適用於實付貨幣為港元或人民幣的申請，每筆交易金額上限為港元或人民幣 5,000,000。"FPS" is only applicable for payment in HKD or CNY. The maximum amount of each transaction is HKD/CNY 5,000,000.
 - 請注意人民幣幣種僅適用於人民幣保單。Please note that CNY currency is only applicable for CNY policy.
- 如選擇以「轉賬至本地銀行之賬戶」方式領款 If you choose to receive the payment by "Transfer to account in local bank",
 - 需提供賬戶證明檔，如印有賬戶持有人姓名/名稱及賬戶號碼的銀行卡/月結單/存摺。Proof of bank account document(s), such as bank card/monthly statement/ passbook with account holder name and account no. is required.
 - 如賠款為港元或人民幣以外幣種，銀行所收取的代付手續費及匯率損失將由領款人自行承擔 (如適用)。If the payment is not in HKD or CNY, bank charge and losses caused by exchange rate associated with the transaction would be borne by the recipient (if applicable).
 - 如轉賬不成功，相關手續費用及匯率損益將於給付款項中自動扣除 (如適用)。Administration fees and losses caused by exchange rate would be deducted from the payment amount in case of remittance failure (if applicable).

☐ **電匯 TELEGRAPHIC TRANSFER**

可於 <https://www.chinalife.com.hk/zh-hk/customer-service/forms-download/individual-claim> 下載「理賠匯款服務申請表」。

Please download "Claim Remittance Service Application Form" from <https://www.chinalife.com.hk/zh-hk/customer-service/forms-download/individual-claim>

☐ **大灣區廣發銀行跨境匯款服務 GREATER BAY AREA CGB CROSS BORDER REMITTANCE SERVICE**

可於 <https://www.chinalife.com.hk/zh-hk/customer-service/forms-download/individual-claim> 下載「理賠跨境匯款服務申請表 (只適用於持有大灣區廣發銀行賬戶客戶)」 Please download "Claim Cross Border Remittance Service Application Form (Only Applicable For Greater Bay Area CGB's Account Holder)" from <https://www.chinalife.com.hk/zh-hk/customer-service/forms-download/individual-claim>

2 本地銀行劃線支票 HK LOCAL CROSSED CHEQUE

- ☐ 親自到灣仔客戶服務中心提取 Collect cheque at Wan Chai Customer Service Centre in person
(如保單是透過網上銷售方式購買，而保單持有人尚未完成身份認證，則賠款須以支票形式支付，並請保單持有人帶同身份證明文件親臨本公司客戶服務中心收取支票。If the Policyholder purchased the policy online, and has not completed the identity verification, the claim payment will be made by cheque. The Policyholder should collect the cheque at our Customer Service Centre by presenting the identity document.)
- ☐ 授權第三者(代領人)到灣仔客戶服務中心領取 Pick up cheque at Wan Chai Customer Service Centre by authorized person
- | | | |
|------------------------------------|---|--|
| 代領人姓名
Name of authorized person | 代領人聯絡電話
Contact no. of authorized person | 代領人身份證明文件號碼
I.D. no. of authorized person |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

保單號碼 Policy No.

E. 賠款方式(續) PAYMENT METHODS (Continued)

2 本地銀行劃線支票(續) HK LOCAL CROSSED CHEQUE (Continued)

- ☐ 郵寄至保單登記的通訊地址 Mail to correspondence address registered in our Company
- ☐ 經保險仲介人轉遞 Deliver via Insurance Intermediary
- ☐ 親自到銀行分行領取 (請指定銀行分行) Collect cheque at branch in person (Please state the branch)

銀行分行 Branch

3 其他 OTHERS

☐ 資金調配至保單 FUND TRANSFER TO POLICY

僅適用於同一領款人名下生效之保單。請指定保單號碼。抵付保費時已包括保費徵費。Only applicable to inforce policy under the same payee, please specify the policy no.. The Premium Levy has been included into the Premium Payment.

☐ 非劃線支票 / 匯票 UNCROSSED CHEQUE / DEMAND DRAFT

可於 <https://www.chinalife.com.hk/zh-hk/customer-service/forms-download/individual-claim> 下載「特別領取方式申請表」。Please download "Special Payment Arrangement Request Form" from <https://www.chinalife.com.hk/zh-hk/customer-service/forms-download/individual-claim>

F. 索償所需文件清單 CLAIM DOCUMENT CHECKLIST

- ✓ 基本文件 Basic Documents ; ● 附加檔 Additional Documents ; ✕ 不適用 Not Applicable

索償所需文件(文件的核實正本可於本公司的客戶服務中心辦理) Claim Document (Documents can be certified at our Company's Customer Service Centres)	長期病假賠償 Long Term Sick Leave Claim
☐ 由閣下填妥並簽署之本申請表第一部份 Part I of this form completed and signed by your good self	✓
☐ 由主診醫生填寫之賠償申請表第二部份應診醫生報告書 Claim Form Part II - Attending Physician's Statement to be completed by the attending physician	✓
☐ 化驗/ X 光/ 電腦掃描/ 磁力共振/ 心電圖/ 相關病理檢驗報告(如適用者) Laboratory/ X-ray / CT Scan / MRI/ E.C.G. / Pathological Reports (if applicable)	●
☐ 物理治療 / 職業治療報告 Physiotherapy/Occupational Therapy Report (if applicable)	●
☐ 由主診西醫發出的病假證明書 Sick Leave Certificate issued by your attending physician.	✓
☐ 僱主發出之病假證明信(如適用) Employer confirmation letter for sick leave period, if any.	●
☐ 共同申報準則之自我證明表格(理賠適用) Self-Certification Form (For Claims) for Common Reporting Standard (CRS)	●
☐ 受保人及保單持有人之身份證明文件(核實正本) ID of Insured and Policyholder (Certified True Copy)	●
☐ 警察報告/口供紙 Police report / Police statement	●
☐ 僱員補償評估證明書(表格五或七) Certificate of Employees' Compensation Assessment (Form 5 or 7)	●

G. 個人資料收集聲明 PERSONAL INFORMATION COLLECTION STATEMENT

本人/我們確認已閱讀及明白「中國人壽保險(海外)股份有限公司」的收集個人資料聲明。有關最新版本的收集個人資料聲明,可於 <https://www.chinalife.com.hk/zh-hk/privacy-policy/personal-information-collection-statement-clio> 下載或向中國人壽保險(海外)股份有限公司索取。I/We confirm that I/we have read and understood the Personal Information Collection Statement ("PICS") of China Life Insurance (Overseas) Company Limited. For the latest version of the PICS, it can be downloaded from <https://www.chinalife.com.hk/zh-hk/privacy-policy/personal-information-collection-statement-clio> or is made available upon request.

H. 收取個人壽險保費徵費 COLLECTION OF PREMIUM LEVY ON INDIVIDUAL LIFE INSURANCE POLICIES

本人/我們謹已收悉:貴公司就保險業監管局要求並授權向每位保單持有人所持有的有效保單徵收「保費徵費」(下稱「徵費」),及將收取的徵費將會全數轉交予該局。保險業監管局亦可以根據相關條例,將有關的欠付款作為民事債項及向相關的保單持有人追討欠款並有機會徵收罰款。有關收取徵費的詳情,請瀏覽中國人壽(海外)股份有限公司的網頁 <https://www.chinalife.com.hk/zh-hk/customer-service/useful-information/premium-levy>。I/We hereby notified that: China Life Insurance (Overseas) Company Limited, as an authorized insurer, is statutorily required to collect Premium Levy ("Levy") from policyholder on behalf of the Insurance Authority ("IA") and report to IA. IA may take legal proceedings against policyholder in respect of any outstanding Levy as civil debt and may impose pecuniary penalty. For details of the collection of Levy, please refer to the website at <https://www.chinalife.com.hk/customer-service/useful-information/premium-levy>.

I. 聲明及授權 DECLARATION AND AUTHORIZATION**授權 Authorization**

本人/我們，受保人/保單持有人/索償人，代表本人/我們/尚未成年之受保人（如有）謹此授權 (1) 任何僱主、註冊西醫、醫院、診所、保險公司、銀行、政府機構、政府部門，或凡可能知道或具有任何有關本人/我們/尚未成年之受保人之紀錄、認識或資料的其他機構、組織或人士，均可將該等資料提供、發放及轉交給中國人壽保險（海外）股份有限公司（以下簡稱「貴公司」）；(2) 貴公司或任何其指定之醫療/輔助醫療檢查員或化驗所，可就本索償申請替本人/我們/尚未成年之受保人進行所需之醫療評估及測試，作為審核本人/我們/尚未成年之受保人之健康狀況。此授權對本人/我們之繼承人及授讓人具有約束力。此授權書的影印本與正本均有同等效力。I/We, the Insured/Policyholder/Claimant, represent me/ us/ the Insured under 18 years old (if any) HEREBY AUTHORIZE (1) any employer, registered medical practitioner, hospital, clinic, insurance company, bank, government institution, government department, or other organization, institution or person that may be aware of or has any records, knowledge or information of me/us/ the Insured under 18 years old to disclose, release and transfer such information to China Life Insurance (Overseas) Co. Ltd ("the Company"); (2) the Company or any of its designated medical / para-medical examiners or laboratories to perform the necessary medical assessment and tests to evaluate the health status of myself/ ourselves/ the Insured under 18 years old in relation to this claim application. This authorization shall bind the successors and assignees of me/us. A photocopy of this authorization shall be as valid as the original.

聲明 Declaration

本人/我們，受保人/保單持有人/索償人，謹此聲明及同意(1)上述一切陳述及問題的所有答案，不論是否本人/我們親手所寫，就本人/我們所知所信，均為事實之全部並確實無訛；本人/我們明白倘未知任何一項是否重要，本人/我們均須將其事實在本申請表上說明；(2)本人/我們對任何人所作出之任何聲明，除在本申請表上填寫或印出及經貴公司發表和批准外，貴公司不須受其約束。若相關人士不能提供任何本申請表所需的資料，貴公司可能因此不能審核及處理本索償申請；(3) 如本人/我們提供的資料有任何不實及/或遺漏之處，貴公司有權拒絕本索償申請及/或要求本人/我們退回任何已賠償之金額。(4) 本人/我們同意賠償貴公司任何因本人/我們提供之資料為虛報、誤導或不完整所導致的任何損失、索償或法律行動。I/ We, the Insured/Policyholder/Claimant HEREBY DECLARE and AGREE that (1) all the foregoing statements and answers to all questions whether or not written by my/our own hand are to the best of my/our knowledge and belief complete and true; I/We also understand that in the event of doubt as to whether a fact is material, it should be disclosed here. (2) The Company is not bound by any statement which I/ we may have made to any person unless it is written or printed here and is presented and approved by the Company. If any relevant persons fail to provide any information requested in this claim form, it may result in the Company's inability to process and deal with this claim; (3) I/We understand that if any information given is untrue and/or has been withheld, the Company reserves the right to decline my claim application and/or request a refund of any claim amount paid. (4) I/We agree to indemnify the Company against any loss, claim and action resulting from any false, misleading or incomplete information provided by me/us.

J. 簽署(請勿在空白表格上簽署) SIGNATURE (Please DO NOT sign on BLANK form)

	受保人(年齡 18 歲或以上) Insured(whose age is 18 or above)			保單持有人 / 索償人* Policyholder / Claimant*			見證人 Witness		
簽署 Signature									
姓名 Name									
身份證/護照號碼 I.D. Card / Passport No.									
日期 Date	年 Year	月 Month	日 Day	年 Year	月 Month	日 Day	年 Year	月 Month	日 Day
*索償人與受保人/保單持有人關係 *Relationship with Insured/Policyholder									