

Supplementary Form for Business Insurance 商業保險補充表格

Proposal No. / Policy No.
申請書編號 / 保單編號

CONFIDENTIAL 保密

BIF

IMPORTANT NOTE 重要提示：

- Any changes or amendments in this form must be countersigned by the Account Holder (in general includes proposer / policyowner, collateral assignee and beneficiary) in full signature. 帳戶持有人(一般包括投保人/保單持有人, 抵押轉讓之承讓人及受益人)必須在此表格內任何更改或修改的地方簽署作實。
- This is a self-certification form provided by Account Holder to a reporting financial institution for the purpose of automatic exchange of financial account information. The data collected may be transmitted by the reporting financial institution to the Inland Revenue Department for transfer to the tax authority of another jurisdiction. 這是帳戶持有人向申報財務機構提供的自我證明表格, 以作自動交換財務帳戶資料用途。申報財務機構可把收集所得的資料交給稅務局, 稅務局會將資料轉交到另一稅務管轄區的稅務當局。
- Account Holder should report all changes in its tax residency status to the reporting financial institution. 如帳戶持有人的稅務居民身分有所改變, 應盡快將所有變更通知申報財務機構。
- Entity includes company. Please read instructions and glossary for full definition in below websites before completing the form:
實體包括公司。填表前請先細閱以下連結之指引及定義摘要以知詳細解釋:
CRS 《共同匯報標準》: http://www.ird.gov.hk/eng/tax/aeoi/self_cert.htm
FATCA 《海外帳戶稅收合規法案》: <https://www.irs.gov/businesses/corporations/foreign-account-tax-compliance-act-fatca>

Part I Identification of Entity

第一部分 實體身分識別資料

- Questions 1-5 are mandatory. 必須回答以下問題1-5。

1. Name of Entity (Account Holder) 實體名稱 (帳戶持有人)			
2. Name and Title of Authorised Signatory 授權人姓名及職銜	Name : 姓名	Title : 職銜	
3. Business Registration No. 商業登記號碼			
4. Country of Incorporation / Organization 註冊 / 組成國家			
5. Registered Address 註冊地址			
Flat / Room 室	Floor 樓	Block 座	Building / Estate 大廈 / 屋苑名稱
Street / Road 街道名稱		District / City 地區 / 城市	
Province 省		Country 國家	Postal Code 郵政編號

- Question 6 and 7: 問題6及7：

NEW APPLICATION:
新投保申請：

If Account Holder has already provided below information in proposal form, please skip this part. The information in proposal form will be considered as your self-certification.
如帳戶持有人已於投保申請書填妥以下有關資料, 請不用回答此部分。投保申請書上的有關資料將被視為閣下的自我申報證明書一部分。

ISSUED POLICY:
已繕發之保單：

Account Holder must complete this part.
This form cannot be treated as personal / contact information change request.
Account Holder should submit relevant form and supporting document to update existing record.
帳戶持有人必須填寫此部分。
此表格不能被視為個人資料 / 聯絡資料更改申請。帳戶持有人應提交相關表格及證明文件以更新現有記錄。

6. Business Address 營業地址

Flat / Room 室	Floor 樓	Block 座	Building / Estate 大廈 / 屋苑名稱
Street / Road 街道名稱		District / City 地區 / 城市	
Province 省		Country 國家	Postal Code 郵政編號

7. Correspondence Address 通訊地址

☐ Same as the above Account Holder's Business Address 與上述帳戶持有人營業地址相同

Flat / Room 室	Floor 樓	Block 座	Building / Estate 大廈 / 屋苑名稱
Street / Road 街道名稱		District / City 地區 / 城市	
Province 省		Country 國家	Postal Code 郵政編號



Part II U.S. FATCA – Declaration
第二部分 美國《海外帳戶稅收合規法案》聲明

I (the above Authorised Signatory) for and on behalf of the abovenamed entity declare that the abovenamed entity:
 本人 (上述授權人) 代表上述實體聲明上述實體：

		Yes 是	No 否
(a)	is a Financial Institution* 是金融機構 * * Financial Institution refers to any organization that holds a banking, securities, and/or life insurance license. * 金融機構是指任何機構擁有銀行；證券；及 / 或人壽保險牌照。	☐	☐
(b)	is a Professionally Managed Trust** 是專業管理信託 ** ** Professionally Managed Trust is a trust that is professionally managed by a bank, custodial institution, insurance company, or investment entity that is a professional investment advisor. ** 專業管理信託是指任何由銀行、託管機構、保險公司或作為專業投資顧問的投資實體所專業管理的信託。	☐	☐
(c)(i)	is listed or traded on any regulated stock exchange (if No, please answer (c)(ii)) 於任何受監管的股票交易所上市或交易 (如否，請回答 (c)(ii))	☐	☐
(c)(ii)	if it is a non-listed company, any United States ("US") person/entity ^{##} , directly or indirectly owns more than 10% of the company 如非上市公司；是否由任何美國人 / 公司 ^{##} 直接或間接持有多於 10% 擁有權。 ^{##} Defined as one of the following : 1) Citizen or resident of the US; 2) A Partnership, corporation, company or association created or organised in the US or under the laws of the US; 3) Any US estates; or 4) Any US trust subject to US supervision and substantially controlled by a US Person ^{##} 定義為以下任何一項：1) 美國公民或居民；2) 於美國或美國法例下創建或組織的合夥 / 機構 / 公司 / 協會；3) 任何美國遺產；或 4) 任何受美國監督及由美國人實質上控制的信託。	☐	☐
(d)	currently file a tax return in the United States 有向美國申報稅項	☐	☐



Part III Entity Tax Residence Self-Certification
第三部分 實體稅務居住地自我申報證明書

A. Entity Type 實體類別

(a) Tick one of the appropriate boxes and provide the relevant information
 在其中一個適當的方格內加上 ✓ 號，並提供有關資料。

(i)	Financial Institution 財務機構	☐ Custodial Institution, Depository Institution or Specified Insurance Company 託管機構、存款機構或指明保險公司
		☐ Investment Entity, except an investment entity that is managed by another financial institution (e.g. with discretion to manage the entity's assets) and located in a non-participating jurisdiction 投資實體，但不包括由另一財務機構管理（例如：擁有酌情權管理投資實體的資產）並位於非參與稅務管轄區的投資實體
(ii)	Active NFE 主動非財務實體	☐ NFE the stock of which is regularly traded on _____, which is an established securities market 該非財務實體的股票經常在_____（一個具規模證券市場）進行買賣
		☐ Related entity of _____, the stock of which is regularly traded on _____, which is an established securities market _____的有關連實體，該有關連實體的股票經常在_____（一個具規模證券市場）進行買賣
		☐ NFE is a governmental entity, an international organization, a central bank, or an entity wholly owned by one or more of the foregoing entities 政府實體、國際組織、中央銀行或由前述的實體全權擁有的其他實體
		☐ Active NFE other than the above (Please specify _____) 除上述以外的主動非財務實體（請說明_____）
(iii)	Passive NFE 被動非財務實體	☐ Investment entity that is managed by another financial institution and located in a non-participating jurisdiction 位於非參與稅務管轄區並由另一財務機構管理的投資實體
		☐ NFE that is not an active NFE 不屬主動非財務實體的非財務實體

(b) Complete table below if the entity Account Holder is a passive NFE
 如實體帳戶持有人是被動非財務實體，填寫此部

(i)	Controlling Persons name 控權人姓名	Indicate the name of all Controlling Person(s) of the Account Holder in the table below. If no natural person exercises control over an entity which is a legal person, the Controlling Person will be the individual holding the position of senior managing official. Complete " Controlling Person Tax Residence Self-Certification " for each Controlling Person. (For joint or multiple Controlling Persons use a separate form for each Controlling Person) 就帳戶持有人，填寫所有控權人的姓名在列表內。就法人實體，如行使控制權的並非自然人，控權人會是該法人實體的高級管理人員。 每一位控權人填寫「 控權人稅務居住地自我申報證明書 」(如有多於一位控權人，請為每位控權人分別填寫一份表格)	
		(1)	(5)
		(2)	(6)
		(3)	(7)
		(4)	(8)



B. Jurisdiction of Residence and Taxpayer Identification Number or its Functional Equivalent ("TIN")
居留司法管轄區及稅務編號或具有等同功能的識別編號（以下簡稱「稅務編號」）

Complete the following table indicating
 提供以下資料，列明

- (a) the jurisdiction of residence (including Hong Kong) where the Account Holder is a resident for tax purposes and
 帳戶持有人的居留司法管轄區，亦即帳戶持有人的稅務管轄區（香港包括在內）及
- (b) the Account Holder's TIN for each jurisdiction indicated.
 該居留司法管轄區發給帳戶持有人的稅務編號。

Indicate **all** (not restricted to five) jurisdictions of residence.
 列出**所有**（不限於 5 個）居留司法管轄區。

If the Account Holder is not a tax resident in any jurisdiction (e.g. fiscally transparent), indicate the jurisdiction in which its place of effective management is situated.

如果帳戶持有人並非任何稅務管轄區的稅務居民（例如：它是財政透明實體），填寫實際管理機構所在的稅務管轄區。

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

Reason 理由 A - The jurisdiction where the Account Holder is a resident for tax purposes does not issue TINs to its residents.
 帳戶持有人的居留司法稅務管轄區並沒有向其居民發出稅務編號。

Reason 理由 B - The Account Holder is unable to obtain a TIN.
 Explain why the Account Holder is unable to obtain a TIN if you have selected this reason.
 帳戶持有人不能取得稅務編號。
 如選取這一理由，解釋帳戶持有人不能取得稅務編號的原因。

Reason 理由 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.
 帳戶持有人毋須提供稅務編號。居留司法管轄區的主管機關不需要帳戶持有人披露稅務編號。

Jurisdiction of Residence 居留司法管轄區		TIN# 稅務編號 #	Enter Reason A, B or C if no TIN is available 如沒有提供稅務編號， 填寫理由 A、B 或 C
1			
2			
3			
4			
5			

Explain why the Account Holder is unable to obtain a TIN if you have selected Reason B in corresponding line.
 如選擇理由 B，請於相對的欄位解釋帳戶持有人不能取得稅務編號的原因。

1	
2	
3	
4	
5	

If the Account Holder is a tax resident of Hong Kong, the TIN is the Hong Kong Business Registration Number.
 如帳戶持有人是香港稅務居民，稅務編號是其香港商業登記號碼。



Part IV Personal Information Collection Statement
第四部分 收集個人資料聲明

Prudential Hong Kong Limited (referred to as "the Company", "our", "we", or "us" in this Part entitled 'Personal Information Collection Statement') may collect certain personal information, including without limitation your name, identity card number (and copy of identity card), passport number, contact information, family history, health and medical information and financial information ("Personal Information") from you when you apply for insurance or financial products and services from us, or when you apply to make changes to your policy, when you make a claim against a policy, or when you complete this form.

1. Purpose of Collection

We may use your Personal Information for the following purposes: (a) to process your application; (b) to administer and process insurance policies, insurance claims and medical, security and underwriting checks; (c) to verify your eligibility for insurance, financial or wealth management products and services; (d) to design and provide you with insurance, financial and related services and products; (e) to communicate with you; (f) to perform a policy review or needs analysis; (g) to conduct research and statistical analysis; and (h) to meet disclosure requirements imposed on us or any third parties mentioned in Section 2 below by law or regulatory authorities.

2. Classes of Transferees

We may disclose your Personal Information to third parties (within or outside Hong Kong) for the purposes outlined at Section 1 above, including without limitation the following third parties: (a) insurance agents; (b) re-insurance companies; (c) other entities whose ultimate parent company is Prudential plc; (d) claims investigation companies; (e) third party administrators; (f) third party service providers (including without limitation insurers, bankers, lawyers, accountants, and other third party service providers who provide administrative, telecommunications, computer, payment, printing, redemption or other services to us to enable us to operate our business); (g) industry associations and federations; (h) medical bill review companies; (i) professional advisors; (j) researchers; (k) credit reference agencies; (l) debt collection agencies; (m) partnering financial institutions; (n) regulators and government agencies; (o) law enforcement agencies; (p) the Courts.

We may transfer your Personal Information in connection with a transaction with another company which affects the control, governance, structure and/or management of all or a substantial part of our business, or if required to satisfy applicable legal or regulatory requirements.

3. Consequence of failing to provide Personal Information

Unless otherwise specified by us, it is mandatory for you to provide the Personal Information requested by us. In the event that any such Personal Information is not provided, we may be unable to provide you with the services or carry out the activities outlined at Section 1 above.

4. Access and Correction Rights

Under the Personal Data (Privacy) Ordinance (the "Ordinance"), you have the right to request access to and correction of any Personal Information that you provide to us. You may make such a request by writing to our Data Protection Officer at P.O. Box No. 28058, Gloucester Road Post Office, Hong Kong. In accordance with the Ordinance, we have the right to charge a reasonable fee for the processing of any Personal Information access request.

保誠保險有限公司（在題為「收集個人資料聲明」之本部分，簡稱「本公司」或「我們」）可能會於閣下向我們申請保險或金融產品及服務、申請更改保單、就保單提出索償、或填寫本表格時向閣下收集一些個人資料，包括但不限於閣下的姓名、身份證號碼（及身份證副本）、護照號碼、聯絡資料、家族歷史、健康和醫療資料，以及財務資料（以下簡稱「個人資料」）。

1. 收集資料之目的

我們可能會使用閣下的個人資料作下列用途：(a) 處理閣下的申請；(b) 管理和處理保單、保險索償、醫療、抵押和承保檢查；(c) 核實閣下申請保險、金融或財富管理產品及服務的資格；(d) 設計及為閣下提供保險、金融及相關的服務和產品；(e) 與閣下進行通訊；(f) 進行保單審查或需求分析；(g) 進行研究和統計分析；及 (h) 符合法律或監管當局向我們或在下述第二部分所列的第三方實施的披露要求。

2. 被資料轉交者的類別

為達到上述第一部分所列明之目的，我們可能會向第三方（在香港境內或境外）透露閣下的個人資料，包括但不限於以下第三方：(a) 保險代理；(b) 再保險公司；(c) 其他母公司為英國保誠集團的實體；(d) 索償調查公司；(e) 第三方管理人；(f) 第三方服務供應商（包括但不限於保險公司、銀行、律師、會計師，以及其他提供行政、電訊、電腦、付款、印刷、贖回或其他服務以令我們的業務可以運作的第三方服務供應商）；(g) 行業協會及聯會；(h) 醫療帳單審查公司；(i) 專業顧問；(j) 研究人員；(k) 信貸資料服務機構；(l) 收賬代理；(m) 夥伴金融機構；(n) 監管機構及政府機構；(o) 執法機構；(p) 法院。

在有關影響到我們全部或重大部分業務的控制權、治理、結構和 / 或管理的交易時，或在必須符合適用的法律或監管要求下，我們可能會轉交閣下的個人資料。

3. 未能提供個人資料的影響

除非我們另有規定，否則閣下必須提供我們所要求的個人資料。若未能提供任何此等個人資料，我們可能無法為閣下提供服務或進行上述第一部分所列出的活動。

4. 查閱和更正的權利

根據《個人資料（私隱）條例》（「條例」），閣下有權要求查閱及更正任何閣下提供給我們的個人資料。閣下如欲查閱或更正個人資料，請向我們的資料保護主任作出書面要求，地址是香港告士打道郵政局郵政信箱 28058 號。根據條例的規定，我們有權就處理查閱任何個人資料的要求，收取合理的費用。



Part V Declaration and Signature
第五部分 聲明及簽署

I, the Account Holder, 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 Account Holder 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 Account Holder 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).

I, the Account Holder, 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 Prudential Hong Kong Limited. I acknowledge and confirm that neither Prudential Hong Kong Limited nor anyone on the behalf of Prudential Hong Kong Limited has given me any legal and / or tax advice in that regard.

I, the Account Holder, certify that I am authorized to sign for the Account Holder of all the account(s) to which this form relates.

I, the Account Holder, undertake to advise Prudential Hong Kong Limited of any change in circumstances which affects the tax residency status of the entity identified in Part I of this form or causes the information contained herein to become incorrect, and to provide Prudential Hong Kong Limited with a suitably updated self-certification form within 30 days of such change in circumstances.

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

本人，作為帳戶持有人，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) 把該等資料和關於帳戶持有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。從而把資料轉交到帳戶持有人的居留司法管轄區的稅務當局。

本人，作為帳戶持有人，知悉在向保誠保險有限公司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。本人知悉及確認保誠保險有限公司或保誠保險有限公司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。

本人，作為帳戶持有人，證明，就與本表格所有相關的帳戶，本人獲帳戶持有人授權簽署本表格。

本人，作為帳戶持有人，承諾，如情況有所改變，以致影響本表格第 I 部所述的實體的稅務居民身分，或引致本表格所載的資料不正確，本人會通知保誠保險有限公司，並會在情況發生改變後 30 日內，向保誠保險有限公司提交一份已適當更新的自我證明表格。

本人，作為帳戶持有人，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。

/ /
Day 日 Month 月 Year 年

Signature of Authorized Signatory
授權人簽署

Name of Authorized Signatory
授權人姓名

Capacity in which declaration is made 以下列身分作出聲明：

(e.g. director or officer of a company, partner of a partnership, trustee of a trust etc.

例如：公司的董事或高級人員、合夥的合夥人、信託的受託人等)

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).

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。

Please DO NOT sign on BLANK form. 請勿在空白表格上簽署。

