



**Domestic Helper Insurance: Policy Amendment Request**  
**家傭保險：更改保單資料指示**

<b>Policy No.</b> 保單號碼			
<b>Name of Insured Employer</b> 受僱主姓名			
<b>Contact Tel No.</b> 聯絡電話		<b>Email Address</b> 電郵地址	

**1. Change of Address**  
更改地址

**Change of Working & Postal Address**  
同時更改「工作及通訊地址」       **Change of Working Address Only**  
只更改家傭工作地址       **Change of Postal Address Only**  
只更改通訊地址

<b>New Working Address</b> 新工作地址		
	<b>Tel No.</b> 電話	
<b>New Postal Address</b> (If different then Working Address) 新通訊地址 (如與工作地址不同)		
	<b>Tel No.</b> 電話	

**2. Change of Domestic Helper**  
更換家傭

<b>Name of New Domestic Helper</b> 新家傭姓名			
<b>Passport / HKID No</b> 護照 / 身份證號碼			
<b>Date of Birth (dd/mm/yy)</b> 出生日期 (日/月/年)	<b>Gender</b> 性別	Female	
<b>Nationality</b> 國籍	<b>Effective Date</b> 生效日期		

**3. Extend the Period of Insurance**  
延長保障期 (必須在現有保單完結前申請)

**One Month (Premium : HK\$100)**  
一個月 (保費 : HK\$100)       **Two Months (Premium : HK\$200)**  
二個月 (保費 : HK\$200)       **Three Months (Premium : HK\$300)**  
三個月 (保費 : HK\$300)

**4. Extend a handover period, insure your new and old maid at the same time (Limited for One Month ONLY).**  
新舊家傭交接期，可同時受到保障。

**Limited for One Month ONLY. An additional premium HK\$100 will be applied. (Please also complete the Section 2)**  
時限為一個月，保費為 HK\$100。(須同時填寫第 2 項「更換家傭」)

**5. Cancel Policy**  
取消保單

**Please cancel my Domestic Helper Protector policy today. Please return the insurance policy within 7 days.**  
本人欲於今天取消上述家傭保險，煩請於 7 天內寄回正本保單到本公司。

- Please note that the first year premium is the minimum premium. If Employer has reported claim(s) and would like to cancel the policy during the insurance period (applied to 1-year or 2-years plan), or the second year of the policy year has been started. The retained premium will not refund.  
每張保單最低及不可退回保費為首年保費，但若投保人在承保期內(不論一或兩年計劃)要求取消保單，而又曾經申請賠償(不論多少)或第二年保障已開始生效，已繳付之保費將不獲退還。

<b>Others (please state)</b> 其他 (請詳列)	
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Signature of Insured Employer  
受僱主簽署

Date  
日期

**Form Submission Method** 遞交表格方法

**By mail** 郵寄

**By fax** 傳真

**By email** 電郵 (info@insur.hk)