

## 【 行 政 規 則 】

檔案編號：2013-OB03-IB-HK  
日期：2013 年 3 月 19 日  
收件人：香港區各特許分銷商  
發件人：Sammy Ho  
有關事項：有關訪港旅客出入境免蓋章安排之行政規則

香港入境事務處由 3 月 19 日起推出訪港旅客出入境免蓋章安排。訪客在獲准入境時會獲發一張入境標籤(見附件)，以取代現時在旅行證件上的入境蓋章。有關入境標籤上會載有訪客的英文姓名、證件號碼、入境日期、在港的逗留條件和期限。

因應上述新措施，由即日開始，所有非香港居民於遞交旅行證件副本時，必須一併提供上述載有該次入境資料的入境標籤副本。如同旅行證件副本一樣，投保人須在標籤的副本上簽署並註明「本人確認此乃正本文件之副本」，顧問亦須在標籤副本上註明「本人確認此乃正本文件之副本並見證投保人簽署作實」並填上顧問編號及簽署。

顧問應提醒客戶投保時必須出示旅遊證件及入境標籤，如投保人遺失該入境標籤，投保人須以書面聲明其逗留條件及資料並簽署作實。聲明內須列明載於入境標籤內的所有資料，包括訪客的英文姓名、證件號碼、入境日期、在港的逗留條件和期限。

中國內地居民辦理驗證手續時必須出示其旅遊證件及入境標籤的正本，投保人及顧問均須於標籤副本上作出上述註明及簽署；請注意，遺失入境標籤正本的投保人必須親臨公司客戶服務中心辦理驗證手續（即不可使用由快驗保提供之驗證服務）；屆時，投保人須於辦理驗證時作出上述遺失入境標籤的書面聲明。

公司已修訂了「投保行政手冊」以及「中國內地居民投保指引」內的相關內容。其他行政規則，維持不變。

請盡快通知各顧問有關上述事宜。本通告及更新後的「投保行政手冊」以及「中國內地居民投保指引」將於三個工作天內上載至 AES 供各位參閱。如有任何疑問，歡迎致電企業營銷部熱線 2919-9100 查詢。



核保部高級副總裁  
Sammy Ho 啟

## OFFICE MEMORANDUM

**Reference No.** : 2013-OB03-IB-HK  
**Date** : March 19, 2013  
**To** : All Franchised Agency / Brokers (Hong Kong)  
**From** : Sammy Ho  
**Re** : Admin Guidelines on No-stamp immigration clearance arrangement for visitors

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The Hong Kong Immigration Department has announced that, starting from March 19, a no-stamp immigration-clearance arrangement for visitors will be implemented. Upon implementation, all arriving visitors at immigration control points will be issued with landing slips (see Attachment) in lieu of a stamp in their travel documents. The landing slip bears the visitor's English name, travel document number, arrival date, conditions and limit of stay in Hong Kong.

According to the new arrangement, all non-Hong Kong residents are required to submit their landing slip as introduced above together with their passport copy to the Company with immediate effect when applying for a policy. As with the requirement for a passport copy, applicant is required to sign and make the following declaration: "I confirm that this is a true copy of the original document." on the copy of landing slip. The consultant is also required to make the following declaration: "I confirm that this is a true copy of the original document page and I witnessed the signature of the applicant on this copy."; sign and write down his/her consultant's code on the landing-slip copy.

Consultant should remind clients to keep the landing slip for insurance application with the Company. However, if applicant loses the landing slip, he/she is required to make a written declaration to the Company, stating all of the immigration information as shown in his/her landing slip, including the visitor's English name, travel document number, arrival date, conditions and limit of stay in Hong Kong, and then sign it for submission.

PRC residents must present the original copy of their travel documents and landing slips to the authorized person of the Company for verification during the meeting for Verification of Clients' Travel Documents. PRC applicants and consultants should sign and make the same statements as mentioned above on the copy of the landing slip. Please note that if a PRC resident loses his/her landing slip, he/she is required to perform the Verification of Clients' Travel Documents process at the Company's customer service center (i.e., customer is not allowed to use the verification service provided by MediFast), and also needs to make the above declaration of loss of landing slip in writing during the verification meeting.

The Company has revised the relevant section in the New Business Admin Manual and PRC Business – Operations Guide. All other admin guidelines remain unchanged.

Please download this message to your office. We will post this memorandum and the revised admin manuals on the AES within the next three days for your reference. Should you have any queries, please feel free to contact Institutional Business Department at 2919-9100.



Sammy Ho  
SVP, Underwriting

入境標籤  
Landing Slip

訪客-批准逗留至2013年01月02日  
Visitor-Permitted to remain until 2 Jan 2013

LIN,

證件號碼 Travel Document Number  
W313

入境日期(日-月-年) Arrival Date(dd-mm-yyyy)  
26-12-2012

SBC>>TWP

中華人民共和國往來港澳通行證 No. W313

姓名 LIN

性別 女

出生地 广东

簽發日期 2009年04月08日

出生日期 1978年

有效期至 2014年

簽發地點 广东

本人確認此乃正本文件之副本  
I confirm that this is a true copy of  
the original document.

林花花

本人確認此乃正本文件之副本並見證  
投保人簽署作實

I confirm that this is a true copy of the  
original document page and I witnessed  
the signature of the applicant on this  
copy.

張火火

顧問編號 Consultant's code : 88888