William Russell

Global Health Plans

Application Form for Employees residing in Hong Kong (Full Medical Underwriting)

Please complete this form in **BLOCK CAPITALS** using black ink, and return it to us by email, or post. You can find our contact details at the end of this form.

Your employment details

Employer: ..... Business plan number: .....

Date you started working for your employer: .....

Your personal details

First name: ..... Surname: ..... Title: .....

Address: .....

.....

Mobile number: ..... Home number: .....

Email: ..... Occupation: .....

Date of birth: ..... Nationality: ..... ☐ Male ☐ Female

Country where you will be living/working: ..... How long have you lived here? ..... years

Dependants to be included

Please enter details for all dependants to be covered. You may include your partner provided they are under age 70, and your children provided they are aged less than 18 years old, or less than 25 years old if in continuous, full-time education. Children aged 18 and over, and not in full-time education, must complete their own application form.

	Partner	Child 1	Child 2	Child 3
First name				
Surname				
Date of birth				
Gender				
Relationship to you				
Country where they will be living				
Occupation/full-time education				

1. Is your occupation and the occupation of your partner 100% office-based? ☐ Yes ☐ No

If NO, please provide a job description, or full details of any non-office-based activities and how often they are undertaken:

.....

.....

2. Do you or your partner participate in any hazardous activities? ☐ Yes ☐ No

If YES, please provide full details of any hazardous activities and how often you and/or your partner participate in them:

.....

.....

.....

The personal accident plan (if selected by your employer) does not cover accidents as a result of hazardous activities/ occupations. Cover for hazardous activities and occupations may be subject to a premium loading, special terms, or we may decline to offer cover.

Dependants to be included (continued)

Hazardous activities include off-piste skiing, scuba diving to a depth of more than 30 metres (or any unsupervised scuba diving), rock climbing or mountaineering, pot-holing, hang-gliding, parachuting (including tandem), bungee jumping, kite surfing/windsurfing, hunting on horseback, driving or riding in any kind of race or competition, flying other than as a passenger in a commercial aircraft, riding a motorcycle (or riding pillion), motor scooter, moped or quad bike, or any other activity that places you in a similar degree of danger as any of those mentioned here.

Previous/current insurance

1. Has anyone named on this form ever applied for a plan or been insured with William Russell? ☐ Yes ☐ No

If YES, please state the plan number: ..... Date of expiry of plan: .....

2. Has anyone named on this form ever had an application for insurance declined or accepted with special terms, or had an insurance policy cancelled by any insurance provider? ☐ Yes ☐ No

If YES, please provide details: .....

.....

3. Does anyone named on this form currently have any other health insurance? ☐ Yes ☐ No

If YES, please state the name of insurer: .....

Policy number: ..... Policy expiry date: .....

Health declaration

Your plan will be underwritten on a full medical underwriting basis. Please complete the following health declaration and provide us with full details of any medical conditions existing before the start date of your plan. Pre-existing medical conditions and related conditions will not be covered, unless you have told us about them and we have agreed to cover them. This includes conditions arising between the time you submit this application and the start date of your plan, so please contact us immediately if the information provided changes.

Please answer the following questions for each person named on this form fully, accurately, and to the best of your knowledge and belief. If you answer YES to any question, please supply full details in the spaces provided. If you do not answer the questions fully and accurately, your plan may be cancelled, claims may be rejected, or special terms may be applied retroactively. If you are in any doubt as to whether you should tell us anything, please tell us anyway.

Please complete the following table for yourself, your partner, and any dependants over age 18.

	You	Partner	Dependants over age 18
Height (cm)			
Weight (kg)			
If you smoke, how many cigarettes/cigars do you smoke daily?			
If you consume alcohol, how many of the following do you consume each week? • Pints of regular-strength beer/cider • Pints of strong beer or cider • 175ml glasses of wine • 250ml glasses of wine • 35ml measures of spirits			

Medical questions for EACH person to be insured

1. Has any person named on this form ever experienced any of the following conditions?

a) **Brain or nervous system conditions?** ☐ Yes ☐ No
For example: stroke/transient ischemic attack (TIA), epilepsy, migraines or repeated headaches, multiple sclerosis, meningitis, shingles, nerve pain.

b) **Cancer, tumours or growths?** ☐ Yes ☐ No
For example: polyps, benign growths or cysts, lymphomas, any cancers or pre-cancerous conditions.

William Russell

Health declaration (continued)

c) **Heart or circulatory conditions?** ☐ Yes ☐ No
For example: high blood pressure, angina/chest pains, heart attacks or failure, abnormal heartbeat, varicose veins, raised cholesterol, stroke, deep vein thrombosis.

d) **Psychiatric, psychological conditions or sleep disorders?** ☐ Yes ☐ No
For example: depression, anxiety, stress, anorexia nervosa, autism, bipolar disorder, insomnia, narcolepsy, sleep apnoea.

e) **Joint replacements?** ☐ Yes ☐ No

② In the last <u>five</u> years, has any person named on this form seen a physician, or experienced any symptoms, or been admitted to a hospital or medical facility for an operation or procedure, or undergone any tests or investigations, for any of the following conditions:

a) **Auto-immune disorders?** ☐ Yes ☐ No
For example: HIV/AIDS, rheumatoid arthritis, systemic lupus erythematosus, scleroderma.

b) **Back, joint, muscular or skeletal problems?** ☐ Yes ☐ No
For example: back or joint pain, whiplash, sciatica, degenerative changes, osteoarthritis, osteoporosis, gout, bunions, fractures, cartilage or ligament problems.

c) **Breathing or upper and lower respiratory conditions (including allergies)?** ☐ Yes ☐ No
For example: asthma, chronic obstructive pulmonary disease (COPD), shortness of breath, chest infections, pneumonia, bronchitis, tuberculosis (TB), allergies to food substances and animals.

d) **Diabetes, thyroid or any other endocrine disorder?** ☐ Yes ☐ No
For example: diabetes type 1 or 2, overactive or underactive thyroid, pituitary or adrenal problems, obesity.

e) **Eyes, ear, nose and throat or oral/dental conditions?** ☐ Yes ☐ No
For example: glaucoma, cataracts, retinal detachment, macular degeneration, hearing difficulties, repeated ear infections, tonsillitis, sinusitis, dental problems, wisdom teeth problems, gingivitis.

f) **Gynaecological or breast conditions?** ☐ Yes ☐ No
For example: complications of pregnancy, heavy or irregular periods, fibroids, endometriosis, ovarian cysts, abnormal smear tests, miscarriage, pre- and post-natal complications, breast lumps/cysts.

g) **Skin conditions (including allergies)?** ☐ Yes ☐ No
For example: eczema, dermatitis, rashes, psoriasis, acne, cysts, moles that itch or bleed or allergic reactions.

h) **Stomach, liver/gall bladder, or digestive system conditions?** ☐ Yes ☐ No
For example: ulcers, irritable bowels, Crohn's disease, colitis, reflux/heartburn abdominal pain, anaemia, hepatitis, cirrhosis, gallstones, hernias, haemorrhoids/piles.

i) **Urinary, kidney or prostate conditions?** ☐ Yes ☐ No
For example: kidney infections, kidney stones, incontinence, prolapse, prostate problems, recurrent bladder or urine infections.

j) **Any alcohol and/or drug dependency problems?** ☐ Yes ☐ No

k) **Any physical defect, infirmity or congenital condition?** ☐ Yes ☐ No

l) **Any other medical condition not mentioned above?** ☐ Yes ☐ No

③ Has any person named on this form experienced any signs or symptoms of any medical condition in the last six months, whether or not a physician has been consulted? ☐ Yes ☐ No

④ Is any person named on this form currently taking any medication, prescribed or otherwise? ☐ Yes ☐ No

⑤ Is any person named on this form currently undergoing any treatment or periodic reviews for a medical condition, physical impairment, disability or recurrent illness not already mentioned? ☐ Yes ☐ No

⑥ Is anyone named on this form currently pregnant? ☐ Yes ☐ No

If you have answered YES to any of the above questions, please give full details

Question no: ..... Name of person affected: .....
Date(s) on which the injury or condition first occurred: .....
Date symptoms were last experienced: .....
Please state what diagnosis was made: .....
.....
.....
What treatment was received:.....
.....
.....
.....
Is any future treatment required, including consultations with a physician or periodic tests or reviews?
☐ Yes ☐ No If YES, please give details: .....
.....
.....

Question no: ..... Name of person affected: .....
Date(s) on which the injury or condition first occurred: .....
Date symptoms were last experienced: .....
Please state what diagnosis was made: .....
.....
.....
What treatment was received:.....
.....
.....
.....
Is any future treatment required, including consultations with a physician or periodic tests or reviews?
☐ Yes ☐ No If YES, please give details: .....
.....
.....

If you require more space, please continue on a separate sheet of paper.
If you are attaching any supporting medical documents, please note that we can only accept them in English.

Your physician's details

Please provide details of the physician who is most familiar with the medical history of all those named on this form. If any of your dependants regularly see a different physician, please provide this information on a separate piece of paper.

Name of physician: ..... Title: .....
Address: .....
.....
Telephone number: ..... Email: .....
How long have you been known to this physician? .....

Marketing communication preferences

We would like to stay in touch with you in ways we think you might find helpful. Every now and then we would like to share information about the expat lifestyle plus other useful content we think could be of interest to you, like promotions for products and services. These could include being contacted by email or by phone. We won't spam you or share your details with anyone else and you can unsubscribe at any time.

Please tick the box to opt into our marketing communications:

☐ Email
☐ Phone
☐ No thank you (no direct marketing allowed)
☐ Newsletter
☐ Text/SMS

We value your privacy and will never sell your data on to third parties. You can read our full privacy policy at william-russell.com/privacy.

How we use your information

Please read this section carefully.

- We will use the information that you have given us on this application form for the purposes of administering your plan, processing your claims, identifying and preventing fraud, complying with our legal and regulatory obligations, and carrying out research and statistical analysis to help us improve our services. We will not retain your information for longer than is necessary.
- We may share your information with other organisations in relation to the above purposes, e.g. the insurer of your plan, payment service providers, and our emergency medical assistance service providers. This may involve transferring your information to countries outside the European Union.
- Telephone calls to and from William Russell Ltd.may be recorded for training and monitoring purposes.
- We will process the personal information of each person named on this form, including sensitive information such as details about your/their health, in accordance with our privacy policy.
- Our privacy policy also contains information about who to contact if you have any questions about how we use your information, or if you would like to request a copy of the information we hold about you. For full details of our privacy policy, please visit william-russell.com/privacy or consult your plan agreement.

Declaration for your plan

Please read this section carefully and sign below.

- I understand that my application for a health plan is subject to written acceptance by William Russell Ltd.
- I declare that I have taken reasonable care to answer every question for all persons named on this form fully, accurately, and to the best of my knowledge and belief. I also confirm that I have checked with each person that the information I have provided is a true representation of the facts.
- I understand that misrepresentation could result in claims being rejected or not fully paid, and/or my plan being cancelled.
- I understand that the plan I am applying for does not cover medical conditions that existed before the proposed start date of the plan, unless I have provided full details of any such medical conditions to William Russell Ltd. and William Russell Ltd. has agreed to cover them. I also understand that my certificate of insurance will advise me of any medical conditions that are not covered by my plan, based on the information I have provided on this form.
- I understand that I must inform William Russell Ltd., in writing, of any changes in the facts provided in my application, including any change in health of any persons named on this form, occurring before the start date of my plan.
- In order to process my claims, I understand that William Russell Ltd. may need to obtain details of my medical history and the medical histories of all persons named on this form.
- If I leave my current employment, I understand that I will no longer be valid for cover under this business health plan and that my cover will cease with immediate effect. I also understand that, if I wish to take out an individual plan with William Russell Ltd., I may need to re-apply and that new insurance terms may be issued.
- I authorise William Russell Ltd. to send all insurance documents as PDF files to the email address I have provided on this form. If I have applied through a broker or intermediary, I understand that these documents may be sent via email to that broker or intermediary.

Some important notes

Please make sure that this form and all supplementary documents are legible. Your completed application form is valid for 28 days from the date you signed the form. If cover has not commenced within 28 days, you may have to complete a new form. If the health of any person named on this forms changes after you submit this form but before your plan starts, you must let us know immediately.

Please return this form to us using the contact details below by post or email.

We can accept signed and scanned copies of the form attached to an email as a PDF.

We can also accept a digital version of this form, provided you have typed your name below, and your email contains the following copy: "I, [your name], have signed the form myself, and I am happy to be bound by the terms of the plan/ agreement attached to this email." This needs to be sent from the same email address as stated on your form.

Name of applicant: .....

Signature of applicant: ..... **Date:** .....

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