

附表三、保險業網路保險服務事項(團體保險適用)

Table 3 Online Insurance Services of Life Insurance Enterprises (for Group Insurance)

作業類別 Type of service	辦理項目 Service item	身分限制 Identity requirement	
線上查詢 Online inquiry	1.保險契約內容 content of insurance contract 2.線上異動資料查詢 Inquiry of online data change 3.每期保費、繳款內容及明細 Premium/term, premium payments and details	要保單位指定授權人員 Authorized person designated by the application unit	
	4.被保險人(含眷屬)投保內容 Coverage for the insured (including family dependents) 5.理賠案件進度 Inquiry process of claim 6.保單服務/業務人員 Policy service / salesperson	要保單位指定授權人員 Authorized person designated by the application unit	被保險人 The insured
	7.理賠紀錄查詢 Inquiry record of claim	被保險人 The insured	
要保單位基本資料變更 Change of basic data of application unit	1.變更地址 Change address 2.變更電話 Change phone number 3.變更傳真 Change fax number 4.變更及重設網路保險服務密碼 Change and reset the password for online insurance services 5.變更電子郵件信箱 Change email address	要保單位指定授權人員 Authorized person designated by the application unit	
文件申請 Application for documents	1.補發保單 Reissue policy 2.被保險人名冊補發 Reissue insured list 3.保險費收據或繳費帳單(明細)補發 Reissue premium payment receipt or billing (details)	要保單位指定授權人員 Authorized person designated by the application unit	
	4.保險證補發 Reissue insurance certificate 5.繳費、投保等相關證明 Proof of payment, insurance, etc.	要保單位指定授權人員 Authorized person designated by the application unit	被保險人 The insured
被保險人異動通知 Notice of change of insured	1.被保險人加退保異動 Addition or withdrawal of the insured 2.被保險人投保內容變更(職位、職務、險種、薪資、保額) Change the insurance details of the insured (position, job, type of insurance, salary and insured amount) 3.被保險人基本資料變更 Change the basic data of the insured 4.變更旅平險保期、險種、保額 Change the term, type and insured amount of travel accident insurance	要保單位指定授權人員 Authorized person designated by the application unit	
事故通知 Notice of occurrence	事故通知 Notice of occurrence	被保險人 The insured	

保障內容變更 Change of coverage	團體年金自費單次增額保費(不定期保費繳交) Single additional premium paid by the insured on group annuity (irregular premium payment)	被保險人 The insured
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