

# 保险申请和变更流程

## Workflow for Insurance Application and Change

申请人员填写“境外意外伤害及紧急救援医疗保险申请/变更表”并由主管签字。

The business-trip applicant should fill out the *Overseas Accident and Emergency Health Assistance Insurance Application/Change Form* and get it signed by authorized manager.

将表格扫描件以邮件形式发送到 AIG 邮箱：

**Siemens\_Travel@aig.com**

若有保单原件需求，请在邮件中告知。

Send scan copy of signed form via e-mail to the Insurer:

**Siemens\_Travel@aig.com**

Please let us know if you need the original copy of the certificate.

AIG 将在收到资料后的 1 个工作日内提供彩色电子版保险凭证或纸质原件（3 个工作日内）给出差申请人员。

AIG Insurance Company will provide the color e-policy to each applicant within one working day and/or the original certificate within three working days after receiving all the materials.

若被保险人提前返回，按返回后书面通知终止保单；若行程有更改，可在原定出行日期前一天通知取消保单；上述更改均需填写“境外意外伤害及紧急救援医疗保险申请/变更表”并由主管签字。

The Policy can be ended according to the written notice from the Insured, if returns before the expiry date of the Insurance; and can also be cancelled one day before the effective date of the Insurance, if the Insured's schedule changes. For changing application, the *Overseas Accident and Emergency Health Assistance Insurance Application/Change Form* should be filled out with signed approval from authorized manager.

## Overseas Accident and Emergency Health Assistance Insurance Application/Change Form

## 境外意外伤害及紧急救援医疗保险申请/变更表

公司名称 Company Name:

Siemens Ltd., China SC01 ○SC02 ○SC03 ○SC04 ○SC05 ○SC06 ○SC07 ○SC08 ○SC11 ○SC13 ○SC14 ○SC16 ○SC18 ○SC20 ○SC21 ○SC24 ○SC26 ○SC29 ○SC2A ○SC31 ○SC38 ○SC44 ○SC53 ○SC57	
Siemens International Trading (Shanghai) Co., Ltd. (SITL) Siemens Building Technologies (Tianjin) Ltd. (SBT) Siemens Building Technology. (Shanghai) Siemens Financial Leasing Co., Ltd. (SFLI) Siemens Wind Power Blades (Shanghai) Co., Ltd. (SWPB) Beijing Siemens Cerberus Electronic Ltd. (BSCE) Siemens Healthcare Diagnostics (Shanghai) Co., Ltd. (SHD) Siemens Numerical Control Ltd., Nanjing (SNCL) Siemens Transformer (Wuhan) Company Ltd. (STWH) Siemens Shenzhen Magnetic Resonance Ltd. (SSMR) Siemens Signalling Co., Ltd., Xi'an (SSCX) Siemens Mechanical Drive Systems (Tianjin) Co., Ltd. (SMDT) Siemens Industrial Automation Ltd., Shanghai (SIAS) Siemens Power Automation Ltd. (SPA) Smart Metering Solutions (Changsha) Co., Ltd. (SMSC) Siemens Switchgear Ltd., Shanghai (SSLS) Siemens Power Plant Automation Ltd. (SPPA) Siemens Manufacturing and Engineering Centre Ltd. (SMEC) Siemens Transformer (Guangzhou) Co., Ltd. (STGZ) Siemens Electrical Apparatus Ltd., Suzhou (SEAL) Siemens High Voltage Circuit Breaker Co., Ltd., Hangzhou (SHVC) Siemens Industrial Turbomachinery (Huludao) Co., Ltd. (SITH) Siemens Medium Voltage Switching Technologies (Wuxi) Ltd. (SMVS) Siemens Industry Automation Products Ltd., Chengdu (SEWC)	Siemens Factory Automation Engineering Ltd. (SFAE) Siemens Electrical Drives Ltd. (SEDL) Siemens Transformer (Jinan) Company Ltd. (STCL) Trench High Voltage Products Ltd., Shenyang (THVS) MWB (Shanghai) Co., Ltd. (MWB) Siemens Circuit Protection Systems Ltd., Shanghai (SCPS) Siemens Shanghai Medical Equipment Ltd. (SSME) Siemens Electrical Drives (Shanghai) Ltd. (SEDS) Siemens Gas Turbine Components (Jiangsu) Co., Ltd.(SGTC) Siemens High Voltage Switchgear Co., Ltd. Shanghai (SHVS) Siemens Surge Arresters Ltd. (SSAL) Siemens Sensors & Communication Ltd. (SSCL) Siemens X-Ray Vacuum Technology Ltd., Wuxi (SXVT) Siemens Industry Software (Shanghai) Co., Ltd. (SISW) Siemens Standard Motors Ltd., Yizheng (SSML) Siemens Wiring Accessories Shandong Ltd. (SWAS) Siemens Traction Equipment Ltd., Zhuzhou Siemens Special Electrical Machines Co., Ltd.(SEML) Siemens Venture Capital Co.,Ltd.427p Siemens Technology Development Co., Ltd. (STDC) 北京西门子汽车电驱动系统（常州）有限公司 Siemens Logistics Automation Systems (Beijing) Co., Ltd Siemens Healthcare Ltd., (SHL) Siemens Industry Software (Shanghai) Co., Ltd.(SISW)
Other Siemens Company _____ (please kindly indicate your company name and company code)	

## 被保险人信息 Information of Insurant:

Surname 姓	Given name 名	Name in Pinyin 拼音大写	Sex 性别	Date of birth 出生日期	Phone No. 联系电话	E-mail 电子邮箱
Personal No. (For Siemens employee) 员工号（西门子员工填写）				Cost Center 费用中心		
Department / Location 部门 / 地点				Destination 出访国家		
Passport No. 护照号码				Passport Valid Date 护照有效期(年/月/日)	From _____	To _____
ID No. 身份证号码				Insurance Valid Period 保险有效期 (年/月/日)	From _____	To _____
Insurance type 保险类型	Per-trip insurance	B、(RMB3.64/person/day, short distance) C、(RMB4.46/person/day, long distance, applicable to Schengen Visa)				备注: Pls. refer to Siemens China Travel Policy
	Annual insurance*	B、(RMB346/person/year, short distance) C、(RMB419/person/year, long distance, applicable to Schengen Visa)				
Relationship with policy holder (被保险人与投保人关系):				<input checked="" type="checkbox"/> Employee <input type="checkbox"/> Business partner <input type="checkbox"/> Relations <input type="checkbox"/> Else		

## 经办人信息 Information of the Issuer:

Issuer name 经办人姓名	Employee ID 员工号	Department 部门	Phone No. 联系电话	Fax 传真号码	E-mail 电子邮箱
邹敏	80011384	HR	18508447107	0731-88295288	min.zou@siemens.com

## 申请信息变更 Application for Modification of the Insurance:

Information of modification and reason (变更信息及原因): 注: 申请退保如为拒签原因, 请同时提供领事馆拒签证明。
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## 签字 Signature:

Application date (申请日期):	
Applicant / Issuer 申请人/经办人签字:	
Authorized by 部门经理签字盖章:	
Signed by Insurance Company (保险公司签章):	

AIG Insurance Company China Limited Beijing Branch (美亚财产保险有限公司北京分公司) Responsible person: AIG 服务中心

E-mail: [Siemens\\_Travel@aig.com](mailto:Siemens_Travel@aig.com) Hotline: 400-820-8858

\*frequent travelers (i.e. who expect accumulated days on Siemens overseas biz travel in next continuous 12 months will exceed 94 days) may consider to purchase annual

海外差旅保险保障内容及限额 （人民币）

Overseas Business Travel Insurance Coverage (in RMB)

每人保险金额（即赔付上限） Maximum Sum Insured Per Insured Person	Plan B	Plan C
意外身故/残疾/烧烫伤 Accidental Death, Burns & Dismemberment	300,000	300,000
急性病身故 Travel Acute Disease Death	300,000	300,000
医疗费用 Medical Expenses	200,000	350,000
医疗运送和送返 Emergency Medical Evacuation	200,000	500,000
身故遗体送返 Repatriation of Remains	100,000	200,000
个人随身财产（每件物品限额 500 元，手提电脑 3,000 元） Personal Property (Limit to RMB 500/article, Laptop RMB 3,000)	6,000	6,000
个人第三者责任 Personal Liability	100,000	100,000

B 类保险：B 类保险将用于员工短途境外差旅。Plan B is for short distance overseas business travel.

C 类保险：C 类保险将用于员工长途境外差旅。Plan C is for long distance overseas business travel.

在一个保险年度内，如果累计差旅天数超过 94 天,保险公司将按照年单保费计算。

If the accumulated insurance days (per-trip type) within one Insurance policy year (Oct 1<sup>st</sup> this year to Sep 30<sup>th</sup> of next year) are over 94 days, Insurance company will calculate the cost according to annual insurance premium automatically.

短途和长途境外差旅的概念请参考差旅政策。Pls. refer to SLC Travel Policy for definition of short distance and long distance overseas business travel.

Contact Information  
保险联系人

首选联系人/First Support AIG 北京一服务中心（申报\Declaration） 联系电话：400-820-8858 邮箱：Siemens_Travel@aig.com AIG Beijing: AIG Service Center Phone: 400-820-8858 Email: Siemens_Travel@aig.com	次选联系人/Second Support AIG- Sam Li 李军（协调\ coordinator） 联系电话：400-820-8858 邮箱： Sam-J.Li@aig.com;
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