

Return to:
 Bupa (Asia) Limited
 Business Development - Group Policy Service
 18/F Berkshire House
 25 Westlands Road
 Quarry Bay, Hong Kong



Subscriber Name: _____

[Application for e-Service](#)

<input type="checkbox"/>	I. Application for myBupa
	<input type="checkbox"/> We have already registered on myBupa but lost the HR Admin. No. Please re-send the HR Admin. No. to the person(s) stated in section III below. <input type="checkbox"/> We have not registered on myBupa * <i>* If you have not registered on myBupa, this will serve as your formal application for myBupa. The invitation link and HR Admin. No. will be sent to the person(s) stated in section III below.</i>

<input type="checkbox"/>	II. Application for e-Statement Service
	<input type="checkbox"/> We have already registered on myBupa <input type="checkbox"/> We have not registered on myBupa * <i>* If you have not registered on myBupa, this will serve as your formal application for myBupa. The invitation link and HR Admin. No. will be sent to the person(s) stated in section III below.</i>
	<p>We hereby apply for e-Statement service for the document type(s) below (if applicable). We understand that no printed copy of the below document type(s) will be issued to our employees or us thereafter. (Please mark with a “√” where applicable)</p> <input type="checkbox"/> Consolidated Claims Statement <input type="checkbox"/> Consolidated Shortfall Invoice <input type="checkbox"/> Individual Member Claims Statement (applicable only if claim payment is via autopay) <input type="checkbox"/> Individual Member Shortfall Invoice

<input type="checkbox"/>	III. Contact Information
	<p>The HR Admin. No. and all email communications will be sent to the following person(s) until further written notice. Such subsequent notice(s) will be valid only if it is signed and affixed with the company's chop.</p> <p><i>If space is insufficient, please use a separate sheet with the same authorised signature and company chop.</i></p>

	Contract / Sub-contract No.	Name	Address	Title	Contact Phone No.	Email Address
1						
2						
3						
4						

Please be reminded that only ONE staff can be assigned for EACH Contract / Sub-contract (if any).

Company Chop
 X _____

Authorised Signature
 X _____

Date
 X _____

Instruction on Application for e-Service

What is myBupa?

myBupa is a user-friendly, one-stop online customer service platform that allows you and your employees to access a wide range of services such as updating your members' information and viewing your company's consolidated claims statements and shortfall invoices. You can also view important membership documents of the last 3 contract years and receive Member Movement Summary Reports directly in your **myBupa** inbox.

This one-stop online customer service platform allows your employees to find a network doctor, submit clinical and dental claims online, check the claims status and any outstanding shortfall, and view the claims statements and shortfall invoices at anytime, anywhere.

What is e-Statement service?

e-Statement service is an enhanced function in **myBupa**. You and your employees can view claims statements and shortfall invoices online in PDF format. To apply for e-Statement service, you must be a registered **myBupa** user.

Who can apply for e-Statement service?

The company can apply for e-Statement service for all the members enrolled in Bupa's group health insurance scheme.

How to apply for e-statement service?

To apply for e-Statement service, simply complete this form by following the steps below:

1. Tick the box in **Part II – Application for e-Statement Service**
2. If you are a registered user of **myBupa**, tick the box "We have already registered on **myBupa**".
3. If you have not registered on **myBupa**, tick the box "We have not registered on **myBupa**". In this case, we would treat this form as your formal application for **myBupa** and send the HR Admin. No. to the person authorised by your company to complete the one-time registration process.
4. Tick the applicable box(es) for the document types you would like to use e-Statement service.
5. Complete details in **Part III – Contact Information** for the person authorised by your company to receive the HR Admin. No. and future email correspondences.
6. Sign on the space of "Authorised Signature" and affix with your company chop.
7. Send the completed form in original copy to:
Business Development – Group Policy Service
18/F Berkshire House
25 Westland Road
Quarry Bay, Hong Kong

Alternatively, you may also scan and email the completed form to: HRAdminno@bupa.com.hk

Can we register for myBupa but keep receiving the paper statement?

Yes, you can still register for **myBupa** even though you do not opt to use the e-statement service. When you are ready to go digital, please use this form to apply for e-Statement service.