



新華保險顧問有限公司

Sun Flower Insurance Brokers Ltd.

香港專業保險經紀協會會員

A MEMBER OF PROFESSIONAL INSURANCE BROKERS ASSOCIATION

由 2019 年 1 月 1 日開始，因應保監局要求，在接受僱員補償保險申請時，客戶必須向保險公司提供完備資料如下：
For ECI policies effective from January 1, 2019, the Insured **MUST** submit the following documents to our insurer required by the Hong Kong Insurance Authority:

| 文件 Document | 續保申請 For renewal | 新投保保單 New Application |
|----------------|--|--|
| 1. | 由保險公司發出的僱員補償保險保費調整及僱員收入申報表 Employees' Compensation Insurance Premium Adjustment & Declaration of Earnings Form required by the Insurer | 由保險公司發出的僱員補償保險投保書 (簽署並蓋公司章) Employees' Compensation Insurance Proposal Form (sign with company chop) |
| 2. | 請簽署新華保險的續保通知書於保單到期日前一併交回 Please send back the signed Sun Flower's renewal notice before the policy expiry date | 請簽署新華保險顧問有限公司報價書 (簽名並蓋公司章) Please confirm by signing with company chop on Sun Flower Insurance Brokers Ltd.'s Quotation |
| 3. | 請提交投保人的商業登記文件副本 Please provide updated Business Registration copy | 請提交投保人的商業登記文件副本 Please provide updated Business Registration copy |
| 4. | <p>請提供足以證明僱員薪金記錄之文件: Please provide:</p> <p>4.1/ 最近三個月的強積金供款通知書，並以此作投保數據及作核保用途 The latest 3 months of MPF remittance statement for underwriting purpose</p> <p>4.2/ 強積金供款通知書如果未能反映實際受僱人數及薪金記錄，請提供出糧記錄 或 僱主填報的“薪酬及退休金報稅表” 或 “財務報表” 或 “報稅表” 作核保用途 The latest 3 months of “payroll record” or “Employer's return of remuneration” or “Financial statements” for underwriting purpose if MPF record cannot reflect the actual number of employee and annual earnings</p> <p>備註 Remark: 若僱員年齡超過 65 歲或以上而無需供強積金，請提供最近三個月的出糧記錄 或 僱主填報的薪酬報稅表 或 僱員和僱主之僱員合約以作核保用途。 If the age of employee over 65, please provide the latest 3 months payroll record or Employer's return of remuneration or the employment contract for underwriting purpose.</p> | |

重要聲明：投保人申報之估計全年總收入均屬真確及完整。如未有披露所有重要事實或少報全年總收入，可能導致保險失效。

The estimated total annual earnings made by insured are true and complete for all employees within the scope of the Employees' Compensation Ordinance (Chapter 282). Failure to disclose all material facts or under declaration on the total annual earnings may invalidate the insurance.

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