

IMPORTANT NOTICE

- a) Any employer who fails to insure himself in accordance with Section 40(1) of the Employees' Compensation Ordinance (Chapter 282) shall be guilty of an offence and shall be liable on conviction to a maximum fine of HK\$100,000 and imprisonment for two years.
 - b) You are required under the policy conditions to furnish the Premium Adjustment & Declaration of Earnings Form to us within the stipulated time (see Guidelines "4" below)
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GUIDELINES FOR COMPLETING THE PREMIUM ADJUSTMENT & DECLARATION OF EARNINGS FORM

(1) Description of Occupations

Each category of occupation is to be shown separately, e.g. Clerical Staff, Sales/Marketing staff, Messenger, Lorry Driver, Welder, etc.

(2) Total Earnings (as more fully defined under Section 3 of the Employees' Compensation Ordinance, Chapter 282)

Please declare the actual total gross earnings for the Period of Insurance

(3) Contractors & Sub-contractor's employees

If you contract out any of the work in connection with your business, please provide particulars as specified therein.

(4) Submission

You have to complete the Premium Adjustment & Declaration of Earnings Form and submit it to us within **90 days** after the expiry or termination of the Policy together with the following:

- i) Signature of an authorized officer
- ii) Monthly MPF Contribution Statements for the Period of Insurance (stating the occupation of each employee)