



QBE HONGKONG & SHANGHAI INSURANCE LTD

A member of the Worldwide QBE Insurance Group

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EMPLOYEES' COMPENSATION INSURANCE RENEWAL

Account No:

Cover: Indemnify the insured employer against his liability to employees under the Employees' Compensation Ordinance and at Common Law for injuries or death arising out of and in the course of employment up to policy limit of maximum HK\$200 million.

N.B. : Please answer all questions. A negative reply shall be taken for any unanswered questions.

THE INSURED			
Name	Current Policy No.		
Business Address			
Business Nature	Tel No	Period of Insurance: From	to

ESTIMATED EARNINGS DECLARATION FORM

INFORMATION OF ALL EMPLOYEES (All employees within the scope of the Employees' Compensation Ordinance must be included)

Description of Occupations	No. of Employees Employed	Estimated Annual Salaries / Wages & other Earnings	For Office Use Only		
			Classification Code	Rate Per Cent	Premium

If your employees are or will be working outside Hong Kong, please state the Country and number of employees involved.

Do your employees need to use any kind of machineries for the execution of works? If yes, please give details.

IMPORTANT NOTICE

It is very important that all employers must report correct salaries / wages and other earnings information of their employees to the insurers, in order to comply with the Employees' Compensation Ordinance (ECO), Chapter 282, and to ensure full indemnification to meet their liabilities to the employees for accidents arising out of and in the course of employment.

Employers are reminded that according to the Limit of Indemnity Clause & Insurance Premium Clause contained in the employees' compensation insurance policy, under-reporting of earnings / wages may result in reduced claim payment for accidents to the employees of which employers are liable themselves. Furthermore, an employer failing to insure in accordance with Section 40(1) of the ECO (Chapter 208) 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.

GUIDELINES

- i) Description of Occupations:
Each category of occupation is to be shown separately, e.g. Clerical Staff, Sales/Marketing Staff, Messenger, Lorry Driver, Welder, etc.
- ii) Total Earnings (as more fully defined under Section 3 of the Employees' Compensation Ordinance (Chapter 282)):
Please declare the estimated / actual total gross earnings for the period of insurance.
- iii) Submission
You are required to complete the Declaration of Earnings section duly signed by an authorized officer and submit it to the Insurance Company before expiry.

DECLARATION

- I / We declared and agreed:
- that to the best of my / our knowledge and belief the information and answers given on this form are true, complete and correct in every respect;
 - that the information and answers given on this form are filled in by me / us or by any other person under my / our full instructions;
 - that this reporting shall be the basis of and be deemed to be incorporated in the contract of insurance, including any renewal thereof, between me / us and QBE Hongkong & Shanghai Insurance Ltd.

Signature of Applicant / Insured (with Company Chop)

Date
