

# Checklist For Employee Benefits Insurance Purchase

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- Group insurance application form
- Authorisation form/letter with your company letterhead
- A copy of NRIC/Passport of the authorised person
- Employee listing (using a mandatory, insurer-specific template that we will provide)
- Employee health declaration form (This is mandatory only if you don't have the minimum headcount required by your chosen insurer.)
- Certificate of registration of limited liability partnership
- Partnership agreement
- SSM business information