

Checklist For Employee Benefits Insurance Takeover



- Group insurance application form
- Authorisation form/letter with your company letterhead
- A copy of NRIC/Passport of the authorised person
- Insurer-generated employee listing with plan allocation info
(generated by your existing insurance company)
- Employee listing (using a mandatory, insurer-specific template that we will provide)
- Claim history over the past 3 years (.xls or .xlsx file)
- Full copy of existing group insurance policy contract
- Employee health declaration form (This is mandatory only if you don't have the minimum headcount required by your chosen insurer.)
- Form 9 - Certificate of incorporation of private company
- Form 13 - Certificate of incorporation on change of name of company
- Form 24 - Return of allotment of shares
- Form 49 - Return giving particulars in register of directors, managers and secretaries and changes of particulars
- Memorandum & articles of association
- Director resolution
- SSM corporate information