

Checklist For Employee Benefits Insurance Purchase



- 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.)
- Memorandum & articles of association
- Certificate of registration issue by Registry of Societies Malaysia
- Organisation chart