

# 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.)
- 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