

# Checklist For Employee Benefits Insurance Takeover

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- ☐ Group insurance application form
- ☐ 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 D/E - Certificate of business registration
- ☐ SSM business information