



Republic of Korea (South Korea) KYC Document Guide

Hyundai Marine & Fire Insurance Co., Ltd.

This guide summarizes the Know Your Customer (KYC) and supporting documentation that are required by Hyundai Marine & Fire Insurance Co. for quotation, policy issuance, renewal, adjustment, and backdating requests.

When Required	Document or Information Needed
New client	Copy of Business Registration
Inception, renewal, and adjustment	Application form signed by the policyholder of the local policy, including mandatory local contact details
For EL Quotation	- Copy of income statement or manufacturing cost statement from the most recent fiscal year as supporting documentation for annual payroll - Occupation of the insured - To cover EL for employees working aboard, the name, social security number and salary of the individual insured are required.
Backdating request	No-loss declaration letter signed by the policyholder of the local policy, required when backdating is requested and premium is received after the effective date. The declaration should cover the period from the effective date until the date the partner received the premium.

Disclaimer: These instructions and associated information contained herein are provided for your convenience and general guidance. The information provided may not be sufficient in every instance. As such, additional documents or information may be necessary to complete processing.