Zurich Life Insurance (Hong Kong) Limited
蘇黎世人壽保險（香港）有限公司

Corporate policyholder requirement checklist
企業保單持有人所需遞交文件檢查表

If your requests are of the below types, please submit below requirements.
若您的申請為以下類別，請根據下表遞交所需文件。

Request type 申請類別	**Form 申請表**
Change of policyholder 更改保單持有人	Change of policyholder form (Applicable to corporate policyholder) 更改保單持有人申請表（適用於企業保單持有人）
Reinstatement 保單復效	Policy alteration form 保單更改申請表 and 及 Health and lifestyle questionnaire 健康及生活習慣問卷
Change of company shareholder(s) information 更改公司股東資料	Corporate information alteration form 企業資料更改申請表
Change of company director(s) information 更改公司董事資料	
Maturity encashment 約滿期提款	Request for policy encashment (Applicable to corporate policyholder) 提款申請表（適用於企業保單持有人）
Policy surrender 退保	
Partial withdrawal 部分提款	
Loan 保單貸款	
Regular withdrawal 定期提款	

Document required
所需遞交文件

Private or public company limited by shares
私人或公眾股份有限公司

1. Company search report which must be issued less than 12 months old at point of application (certified by Company Registry/professional third party) and consist of the following documents:
   公司查冊報告必須於申請時不能多於12個月內簽發（已由公司註冊處或專業第三者所核實），並包括以下文件：
   a. Copy of Certificate of Incorporation
      公司註冊證書副本
   b. Copy of valid Business Registration Certificate
      有效的商業登記證副本
   c. Forms NC1 (Application for Incorporation of a Company Limited by Shares), NC1G (Application for Incorporation of a Company other than a Company Limited by Shares) or N1(Particulars of a Non-Hong Kong Company Registered in Hong Kong)
      表格NC1（成立股份有限公司申請書）、NC1G（成立非股份有限公司申請書）或N1（在香港註冊的非香港的公司詳情）
   d. Latest Annual Return and forms field to the Companies Registry reporting the subsequent change (if any)
      最近之周年申報表及其後向公司註冊處遞交的資料更改表格（如有）
   e. Prospectus, memorandum, articles, memorandum and articles of association (for Hong Kong incorporated companies) (name of the document will be different if it is oversea company), charter, statutes or the like (if any)
      招股章程、章程大綱、章程細則、章程大綱及章程細則、憲章、法規或同類文件（在香港成立的公司）（如公司在海外成立，文件名稱或不相同）（如有）

ZLI-PAD-CHE-01335-ET-0526

ZLI-PAD-CHE-01335-ET-0526

2. Certified identity document for all principal shareholders who owns shares capital or voting rights over 25%, authorized signor(s), directors and ultimate beneficial owner(s)
持股／投票權多於25%的股東、授權簽署人、董事及最終實益擁有人的已核實的身分證明文件副本
3. Register of directors
董事名冊
4. List of shareholders
股東名單
5. Details of ownership and structure control of the company
公司所有權和架構詳情
6. Board minutes/Broad resolution (if applicable)
董事會會議紀錄／董事會決議案（如適用）
7. Complete “form W-8BEN-E”
填妥之「W-8BEN-E 表格」
8. Complete “Business insurance questionnaire”
填妥之「商業保險問卷」
9. Complete “Automatic Exchange of Information - Self-certification for entity”
填妥之「自動交換資料 — 實體自行核證」
10. Complete “Automatic Exchange of Information - Self-certification for controlling person” for each controlling person (if applicable)
各控權人填妥之「自動交換資料 — 控權人自行核證」（如適用）

Corporate trustee
法團信託

1. Company search report which must be issued less than 12 months old at point of application (certified by Company Registry/professional third party) and consist of the following documents:
公司查冊報告必須於申請時不能多於12個月內簽發（已由公司註冊處或專業第三者所核實），並包括以下文件 ：
   a. Copy of Certificate of Incorporation
   公司註冊證書副本
   b. Copy of valid Business Registration Certificate
   有效的商業登記證副本
   c. Copy of valid trust of company service provider license
   有效的信託或公司服務提供者牌照副本
   d. Forms NC1 (Application for Incorporation of a Company Limited by Shares), NC1G (Application for Incorporation of a Company other than a Company Limited by Shares) or N1 (Particulars of a Non-Hong Kong Company Registered in Hong Kong)
   表格NC1（成立股份有限公司申請書）、NC1G（成立非股份有限公司申請書）或N1（在香港註冊的非香港的公司詳情）
   e. Latest Annual Return and forms field to the Companies Registry reporting the subsequent change (if any)
   最近之周年申報表及其後向公司註冊處遞交的資料更改表格（如有）
   f. Prospectus, memorandum, articles, memorandum and articles of association (for Hong Kong incorporated companies) (name of the document will be different if it is oversea company), charter, statutes or the like (if any)
   招股章程、章程大綱、章程細則、章程大綱及章程細則、憲章、法規或同類文件（在香港成立的公司）（如公司在海外成立，文件名稱或不相同）（如有）
2. Certified identity document for all principal shareholders who owns shares capital or voting rights over 25%, authorized signor(s), directors and ultimate beneficial owner(s)
持股／投票權多於25%的股東、授權簽署人、董事及最終實益擁有人的已核實的身分證明文件副本
3. Register of directors
董事名冊
4. List of shareholders
股東名單
5. Details of ownership and structure control of the company
公司所有權和架構詳情
6. Board minutes/Broad resolution (if applicable)
董事會會議紀錄／董事會決議案（如適用）
7. Complete “form W-8BEN-E”
填妥之「W-8BEN-E 表格」
8. Complete “Corporate trustee questionnaire”
填妥之「法團信託問卷」
9. Complete “Verification of trust agreement”
填妥之「信託協議確認書」
10. Letter of authorization
授權書
11. Complete “Automatic Exchange of Information - Self-certification for entity”
填妥之「自動交換資料 — 實體自行核證」
12. Complete “Automatic Exchange of Information - Self-certification for controlling person” for each controlling person (if applicable)
各控權人填妥之「自動交換資料 — 控權人自行核證」（如適用）

Note 注意

The documents must be valid (must be less than 12 months old at point of application) and the document must be either originals or certified as true copies by a suitable certifier.
文件必須是有效的（在申請時必須少於 12 個月），並且文件必須是正本或由適合的核實人核實為真實影印副本。

For certified true copied documents, suitable certifiers will fall into the following categories:
如需通過核實的真實影印副本的文件，合適的核實人將分為以下幾類：

1. A regulated introducer, based in a FATF country (recognized jurisdiction)
   位於金融行動特別工作組的國家受監管的中介人（認可的司法管轄區）
2. A notary public, lawyer or an embassy official (from the country who issued the document)
   公證人、律師或大使館官員（來自簽發文件的國家）
3. An individual employed by an introducer who has been approved by Zurich to act as a suitable certifier
   受僱於獲蘇黎世認可的中介人的僱員
4. An accountant who must be a member of an institute of professional organization
   會計師為專業組織機構中的成員
5. An authorized employee of the Zurich group
   獲蘇黎世集團授權的員工

The phrase "**I certify that this is a true copy of the original**" should be written on, or with, all certified documents and please include all information below:
所有經核實的文件上必須包含以下字句「**本人核實此為正本的真實影印副本**」及下列資料：

1. Signature of certifier
   核實人簽署
2. Full name of certifier (in capital letters underneath the certifier's signature)
   核實人姓名（於核實人簽署下方以正楷填寫）
3. Position/job title - company name, address and telephone number
   職位／職稱 — 公司名稱、地址和電話號碼
4. Date
   日期
5. Registration number (if applicable)
   註冊編號（如適用）

We may request you to provide additional document apart from document listed above where necessary.
如有需要，除上述文件外，我們可能要求　貴公司提供額外文件。

The above contents are subject to change without prior notice.
以上內容如有更改，恕不另行通知。

Zurich Life Insurance (Hong Kong) Limited (a company incorporated in Hong Kong with limited liability)
Website: www.zurich.com.hk

蘇黎世人壽保險（香港）有限公司（於香港註冊成立之有限公司）
網址：www.zurich.com.hk

ZURICH
蘇黎世