Mitsui Sumitomo Insurance Co., (H.K.) Ltd.

23/F., Bank of America Tower, 12 Harcourt Road, Central, Hong Kong

Tel: 2523 8191 Fax: 2877 2588

REPORT OF EMPLOYEE MOVEMENTS

(Used for declaration of alteration of employees movements under GROUP MEDICAL INSURANCE)

EMPLOYER NAME:	POLICY NO.: GM-

ADDITION OR ALTERNATION OF EMPLOYEES

GENDER	EMPLOYEE NAME (SAME AS H.K. ID CARD)	ID NO.	DATE OF BIRTH	EFFECTIVE DATE	POSITION	PLAN SELECTED	BANK ACCOUNT NO.

Note: Kindly declare the monthly salary for each person if the sum insured for Death cover is based on numbers of monthly salary.

DELETION OF EMPLOYEES

GENDER	EMPLOYEE NAME (SAME AS H.K. ID CARD)	ID NO.	DATE OF DELECTION	REMARKS

Authorized Signature & company Chop