



亞洲保險
ASIA INSURANCE

**EMPLOYEES' COMPENSATION INSURANCE
PREMIUM ADJUSTMENT & DECLARATION OF ACTUAL EARNINGS FORM
僱員補償保險 - 保費調整及僱員實際收入申報表**
(Form A - Declaration of Actual Earnings during the expired period 申報表 A - 去年實際收入)

Insured 受保人:		
Policy No. 保單編號:	Period of Insurance 保險期限:	
Occupations of Employees Note (1) 僱員工作類別 註釋(一)	No. of Employees 僱員人數	Total Actual Earnings (HK\$) Note (2) 實際收入 (港元) 註釋(二)
TOTAL 總數 :		

Pursuant to the Insurance Premium Clause of the abovementioned Policy, I/we affirm that the above amount of Actual Earnings paid by me/us to all Employees in my/our employment during the above Period of Insurance is true and correct to the best of my/our knowledge.

本人/本公司現依據上述保單條款確認以上申報乃本人/本公司在上述保險期限內支付所有僱員之收入均屬正確無誤。

Signature of the Insured & Company Chop 受保人簽署蓋章

Name of the signatory 簽署人姓名

Date 日期 _____

Title 職銜 _____

**GUIDELINES FOR COMPLETING THIS PREMIUM ADJUSTMENT & DECLARATION OF ACTUAL EARNINGS FORM
填報「保費調整及僱員實際收入申報表」指引**

Note (1) Description of Occupations

Each category of occupation is to be shown separately e.g. Clerical Staff, Sales/Marketing, Messenger, Lorry Driver, etc.

註釋(一) 工作類別

每項工作類別需要個別列明，例如：文員、營業/市場人員、信差、貨車司機等。

Note (2) Total Actual Earnings

{ In accordance with the Employees' Compensation Ordinance (Chapter 282 of the Laws of Hong Kong), Earnings include salaries, commissions, bonuses, overtime, allowance, etc. }

Please declare the Total Actual Earnings for the Period of Insurance **and enclose a copy of the relevant supporting document (e.g. MPF contribution records, financial statements or tax returns).**

註釋(二) 僱員實際收入

{根據《僱員補償條例》(香港法例第 282 章)，僱員收入包括薪金、佣金、獎金、加班費、津貼等} 請申報於保險期限內所有僱員之實際收入，**及附上相關證明文件的副本 (例如：強積金供款紀錄、財務報表或報稅表等)**。



Asia Insurance Co., Ltd.

香港干諾道西18號7樓及8樓

7/F & 8/F 118 Connaught Road West, Sheung Wan, Hong Kong

T (852) 3606 9933

F (852) 2810 0218

asiainsurance.hk