



亞洲保險
ASIA INSURANCE

To process the renewal, please fill in this Form and send it back to our Company with the duly signed renewal notice.
如蒙續保，請填妥此申報表連同已簽署之續保通知書，交回本公司以作處理。

EMPLOYEES' COMPENSATION INSURANCE 僱員補償保險
ESTIMATED ANNUAL EARNINGS DECLARATION 估計全年收入申報表
(Form R - Declaration of Estimated Earnings during the renewal period 申報表 R - 來年估計收入)

Insured 受保人:	Business 業務性質:	
Renewal Period 續保保期: From 由 for 12 months 開始續保一年	Expiring Policy No. 到期保單編號:	
Estimate for Renewal Period of Insurance 續保年度估計資料		
Occupations of Employees Note (1) 僱員工作類別 註釋(一)	No. of Employees 僱員人數	Estimated Annual Earnings (HK\$) Note (2) 估計全年收入(港元) 註釋(二)
Total 總數:		

Pursuant to the Insurance Premium Clause of the above Policy, I/we affirm that the above Estimated Annual Earnings will be paid by me/us to all employees in my/our employment during the said Renewal Period of Insurance is true and correct to the best of my/our knowledge. Under declaration of the Estimated Total Annual Earnings may invalidate the insurance.
依據以上保單的保險費條款，本人/本公司已真實及正確地填報本人/本公司付出與所有僱員在續保期限內的所有收入。如少報全年總收入，可能導致保單失效。

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 ESTIMATED ANNUAL EARNINGS DECLARATION FORM

填報「估計全年收入申報表」指引

Note (1) Description of Occupations 註釋(一) 工作類別

Each category of occupation is to be shown separately e.g. Clerical Staff, Sales/Marketing, Messenger, Lorry Driver, etc. 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) Estimated Annual Earnings 註釋(二) 估計全年收入

{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 Estimated Total Earnings for the Renewal Period **and enclose a copy of the relevant supporting document (e.g. MPF contribution records, financial statements or tax returns in the past three months).**

{根據《僱員補償條例》(香港法例第 282 章) 第 282 章)，僱員收入包括薪金、佣金、獎金、加班費、津貼等} 請提供新續保期限內所有僱員之估計收入總額，**以及附上相關證明文件的副本 (例如：最近三個月內的強積金供款紀錄、財務報表或報稅表等)**。



Asia Insurance Co., Ltd.

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