

Policy Payment Application Guidance Notes (Applicable to Entity Policyholder)

In order to comply with the regulatory requirements, if the Policyholder is an Entity, **apart from submitting the duly completed application form¹ when applying for policy payment, the following supporting documents must be provided at the same time according to the category of the Entity (refer to categories 1 to 6 below). All supporting documents must still be Valid, and the copy of the supporting documents must be certified by eligible person(s)².** Eligible persons include, but are not limited to:

- A licensed insurance intermediary in Hong Kong, e.g. a licensed individual insurance agent or a customer service representative of our Company, a staff from our appointed insurance agents (e.g. banks or insurance broker companies)
- an officer of an embassy, consulate or high commission of the country of issue of documentary verification of identity
- a Justice of the Peace
- a trust company registered under Part VIII of the Trustees Ordinance carrying on trust business in Hong Kong
- a member of the judiciary, a solicitor, a notary public, an auditor, a professional accountant or a tax advisor practicing in Hong Kong or an equivalent jurisdiction

Besides, where a supporting document is not in Chinese or English, it must be accompanied by a Chinese or English translation certified as a true translation by a sworn translator, court translator, authorized public translator, certified translator, expert translator or official translator.

1. If the Entity is an “Authorized Financial Institution, Publicly Traded Corporation, Government/Public Institution”

- 1.1. Copy of Board of Director’s Resolution or Letter of Authorization for entering into the contract of insurance, or a mandate conferring authority on those who will operate the insurance policy on behalf of the Entity Policyholder and indicating the name(s) and identity information of those persons
- 1.2. Copy of the Valid Identity Document of Authorized Person(s) who signed on the relevant policy payment application form
- 1.3. Copy of Authorized Signatories List
- 1.4. List of Company Directors/Partners with names of all Company Directors/Partners

2. If the Entity is a “Corporation incorporated in Hong Kong”³

- 2.1 Copy of Certificate of Incorporation (CI)⁴
- 2.2 Copy of Business Registration Certificate (BR)⁴
- 2.3 Copy of Memorandum and Articles of Association (M&A) or constitutional document(s)⁴
- 2.4 Copy of Board of Director’s Resolution or Letter of Authorization for entering into the contract of insurance, or a mandate conferring authority on those who will operate the insurance policy on behalf of the Entity Policyholder and indicating the name(s) and identity information of those persons
- 2.5 Copy of Valid Identity Document of Authorized Person(s) who signed on the relevant policy payment application form
- 2.6 Copy of Authorized Signatories List (**Required supporting documents continue on next page**)

¹ The latest version of the policy payment forms (e.g. “Request for Financial Services Form”, “Request For Policy Maturity Benefit Form”, etc.) can be downloaded from the following location on our company website www.chinalife.com.hk: Service > E Self-Service and Form Library > Payment & Collection > Request For Policy Value Withdrawal.

² If the eligible person is a licensed individual insurance agent of our Company, his/her full name in Chinese or English, insurance intermediary’s code, signature, date of signature, and the wording “original document has been certified” or equivalent must be indicated on the copies of all supporting documents. If the eligible person is a party other than a licensed individual insurance agent of our Company, his/her full name in Chinese or English, institution name, signature, date of signature, and a stamp with “certified true copy” or the wording “original document has been certified” or equivalent must be indicated on the copies of all supporting documents.

³ If the Entity is a registered charitable institution, school or other educational institution, and it can provide the supporting document of 2.1, the supporting documents of 2.2 and 2.10 can be exempted, or its registration information can be searched from the website of Inland Revenue Department or Hong Kong Police Force, the supporting documents of 2.1, 2.2 and 2.10 can be exempted.

⁴ If the copy of the supporting document(s) can prove to be provided by a service provider which is specialized in company search matters, it can be exempted from being certified by an eligible person on the copy of the supporting document(s).

- 2.7 Copy of Valid Identity Document of Individual Shareholder(s) with over 25% voting rights or share capital
- 2.8 Copy of Valid Identity Document of Ultimate Individual Beneficial Owner(s) page)
- 2.9 List of Company Directors/Partners with names of all Company Directors/Partners
- 2.10 Copy of Annual Return
- 2.11 Copy of Organization Chart (Applicable to the Entity consisting of multiple layers or with complex structures)

3. If the Entity is a “Corporation incorporated outside Hong Kong”

- 3.1 Copy of Certificate of Incorporation (CI)⁴
- 3.2 Copy of Memorandum and Articles of Association (M&A) or constitutional document(s)⁴
- 3.3 Copy of Board of Director’s Resolution or Letter of Authorization for entering into the contract of insurance, or a mandate conferring authority on those who will operate the insurance policy on behalf of the Entity Policyholder and indicating the name(s) and identity information of those persons
- 3.4 Copy of Valid Identity Document of Authorized Person(s) who signed on the relevant policy payment application form
- 3.5 Copy of Authorized Signatories List
- 3.6 Copy of Valid Identity Document of Individual Shareholder(s) with over 25% voting rights or share capital
- 3.7 Copy of Valid Identity Document of the Ultimate Individual Beneficial Owner(s)
- 3.8 List of Company Directors/Partners with names of all Company Directors/Partners
- 3.9 Copy of a similar or comparable document to a Company Search Report or a Certificate of Incumbency certified by a professional third party in the relevant jurisdiction
- 3.10 Copy of Organization Chart (Applicable to the Entity consisting of multiple layers or with complex structures)

4. If the Entity is a “Partnership”

- 4.1 Copy of Certificate of Incorporation (CI)⁴
- 4.2 Copy of Business Registration Certificate (BR)⁴
- 4.3 Copy of Board of Director’s Resolution or Letter of Authorization for entering into the contract of insurance, or a mandate conferring authority on those who will operate the insurance policy on behalf of the Entity Policyholder and indicating the name(s) and identity information of those persons
- 4.4 Copy of Valid Identity Document of Authorized Person(s) who signed on the relevant policy payment application form
- 4.5 Copy of Authorized Signatories List
- 4.6 Copy of Valid Identity Document of Individual Shareholder(s) with over 25% voting rights or share capital
- 4.7 Copy of Valid Identity Document of Ultimate Individual Beneficial Owner(s)
- 4.8 List of Company Directors/Partners with names of all Company Directors/Partners
- 4.9 Copy of Partnership Deed or business registration document issued by Inland Revenue Department

5. If the Entity is a “Sole Proprietorship”

- 5.1 Copy of Certificate of Incorporation (CI)⁴
- 5.2 Copy of Valid Identity Document of Authorized Person(s) who signed on the relevant policy payment application form
- 5.3 Copy of Authorized Signatories List
- 5.4 Copy of Valid Identity Document of Sole Proprietor

6. If the Entity is a “Trust”

- 6.1 Copy of Valid Identity Document of the Settlor, Protector or Enforcer of the Trust
- 6.2 Copy of Trust Deed
- 6.3 Copy of Certificate of Incorporation (CI)⁴
- 6.4 Copy of Business Registration Certificate (BR)⁴
- 6.5 Copy of Board of Director’s Resolution or Letter of Authorization for entering into the contract of insurance, or a mandate conferring authority on those who will operate the insurance policy on behalf of the Entity Policyholder and indicating the name(s) and identity information of those persons
- 6.6 Copy of Valid Identity Document of Authorized Person(s) who signed on the relevant policy payment application form
- 6.7 Copy of Authorized Signatories List (*Required supporting documents continue on next page*)

- 6.8 Copy of Valid Identity Document of Individual Shareholder(s) with over 25% voting rights or share capital
- 6.9 Copy of Valid Identity Document of Ultimate Individual Beneficial Owner(s)
- 6.10 List of Company Directors/Partners with names of all Company Directors/Partners
- 6.11 Copy of Certificate of Incumbency, or a similar or comparable document to a Company Search Report or a Certificate of Incumbency certified by a professional third party in the relevant jurisdiction
- 6.12 Copy of Organization Chart (Applicable to the Entity consisting of multiple layers or with complex structures)