

EMPLOYEES' COMPENSATION INSURANCE

PREMIUM ADJUSTMENT & DECLARATION OF WAGES FORM

N.B. PLEASE SEE OVERLEAF FOR GUIDELINES TO COMPLETING THIS FORM

INSURED		POLICY NO.		PERIOD OF INSURANCE	
Number of Persons Employed	(1) Description of Occupations	(2) Total Wageroll	FOR OFFICE USE ONLY		
			ICC	RATE	PREMIUM
TOTAL					
(3) Contractors'/Sub-contractors' Employees (if covered under this Policy)					
Name of Contractor/ Sub-contractor	Nature of Works sub-contracted	Total Amount Paid/ Payable to Sub-contractor for the Period of Insurance			
			Actual Premium calculated based on minimum annual wageroll of HK\$44,280 per employee		
			Premium Paid		
			Policy Minimum Premium		
TOTAL			Difference		
Grand TOTAL					

Pursuant to the Insurance Premium Clause of the abovementioned Policy, I/we affirm that the above amount of all earnings paid by me/us to every employee in my/our employment during the said Period of Insurance is true and fair to the best of my/our knowledge.

SIGNATURE OF INSURED _____
 COMPANY CHOP WHERE APPLICABLE

NAVIGATOR
 Insurance Brokers Ltd.

Unit 8E Golden Sun Centre 223 Wing Lok St Sheung Wan HK
 Tel. (852) 2530 2530 Fax (852) 2530 2535
 Email: crew@navigator-insurance.com
www.navigator-insurance.com

NAME & TITLE OF PERSON SIGNING _____

DESIGNATION: _____

DATE: _____

IMPORTANT NOTICE

- (1) Any employer who fails to insure himself in accordance with Section 40(1) of the employees' Compensation Ordinance (Chapter 282) shall be guilty of an offence and shall be liable on conviction to a maximum fine of HK\$100,000 and imprisonment for one year.
- (2) You are required under the policy conditions to furnish the Premium Adjustment & Declaration of Wages Form to your insurance Company within the stipulated time (see Guideline (d) below)

GUIDELINES FOR COMPLETING THE PREMIUM ADJUSTMENT & DECLARATION OF WAGES FORM

(a) Description of Occupations

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

(b) Total Earnings (As more fully defined under Section 6 of the Employees' Compensation Ordinance (Chapter 282))

Please declare the actual total gross earnings for the period of insurance.

(c) Contractors & Sub-contractor's Employees

If you contract out any of the work in connection with your business, please provide particulars as specified therein.

(d) Submission

You are to complete the Premium Adjustment & Declaration of Wages Form and submit it within **90 days** after the expiry or termination of the policy together with the following:

- i) Signature of an authorized officer.
- ii) Monthly MPF Contribution Statements for the Period of Insurance. (Stating the occupation of each employee).

Employees' Compensation Insurance – Earnings Declaration

It is very important that all employers must report actual earnings information of their employees to the insurers, in order to comply with the Employees' Compensation Ordinance ("ECO"), Chapter 282, and to ensure full indemnification to meet their liability to the employees for accidents arising out of and in the course of the employment.

Employers are reminded that:

1. Within 90 days after the expiry of the period of insurance or upon cancellation of the employees' compensation insurance ("ECI") policy, they shall supply the insurers with the completed Premium Adjustment & Declaration of Earnings Form stating the **actual** earnings of their employees as well as the relevant supporting documents during the period of insurance.
2. According to the clause (e) of the Policy Limit of Indemnity contained in the ECI policy, under-reporting of earnings may result in proportionate reduction in indemnity for compensable claims. In such cases, Employers will have to bear the proportionate share of indemnity for the injured employees by themselves. If no declaration of the actual earnings by the employer is received by the insurer as prescribed in 1. above, for the purpose of this clause the earnings estimated by the employer as at the commencement of the Period of Insurance shall be used in lieu of the actual earnings that should have been declared to determine the extent of the under-insurance if any.
3. Furthermore, an employer failing to insure in accordance with Section 40(1) of the ECO commits an offence and is liable to conviction up to the maximum fine of HK\$100,000 and imprisonment for two years.

僱員補償保險 – 申報工資

為符合法例第 282 章《僱員補償條例》的規定，並確保僱主須補償僱員因工受傷的責任時獲得足夠保障，僱主必須向保險公司如實申報其僱員的實際工資。

謹此提醒所有僱主：

1. 僱主必須在保單到期或取消保單以後的 90 天內，向保險公司提交已填妥的「保費調整及工資申報表格」，申報其所有僱員在保險期內的實際工資金額，並提供有關證明文件。
2. 根據現行僱員補償保單內有關保單賠償限額的條款 (e)，僱主如不足額申報工資，保險公司或會因此按比例減少償付僱主須補償其受傷僱員的金額，僱主需按比例承擔賠償餘額。如僱主沒有按照上述 (1) 向保險公司申報實際工資金額，僱主在保單生效時提交的估計工資金額將視作實際工資金額，並以此釐定是否投保不足。
3. 任何未有按照《僱員補償條例》第 40(1) 條的規定購買僱員補償保險的僱主，即屬違法，最高可被判罰款港幣十萬元及監禁兩年。