

GENERAL INSURANCE AGENCY APPLICATION FORM – TRADE SPECIFIC AGENT

Application Date : _____
Applicant's Name : _____
Interviewer's Name : _____

SUBMISSION CHECKLIST

- Duly signed and completed HLA Application Form
- GIA Form A & C (each nominee must complete this separately)
- Updated ROB/RCB Listing (not more than two weeks from the date of agency application)
- Director's and Nominee(s) NRIC/Passport Copy
- Nominee Agent Recent Passport-sized color photograph in JPEG format (Primary Principal only)
- For Nominee(s):
 - (i) Academic qualifications – Min 3 GCE "O" level
 - (ii) Professional qualifications – FDWI, CMI or CTI (whichever is applicable)

NEW REGISTRATION FEE

- \$147.15**, including 9% GST (up to 3 nominee agents) to "HL Assurance Pte. Ltd."
- Each additional nominee is **\$54.50**, including 9% GST for 4th and above nominee agents.

PAYMENT MODE:

- 1) **BANK TRANSFER**
Beneficiary Name: HL Assurance Pte. Ltd. SIF
Bank Name: DBS Bank Ltd
Bank Account No: 003-923396-5
Bank Code: 7171
Branch Code: 003
Swift Code: DBSSSGSG
- 2) **PAYNOW**
Beneficiary Name: HL Assurance Pte Ltd SIF
Paynow Account No: 201229558W965

SECTION 1 – CORPORATE INFORMATION OF APPLICANT
IMPORTANT NOTES

Please answer every question in full and indicate “NA” where any questions do not apply to you. All information given in this application will be treated as strictly confidential.

Company Name
Address
Contact Person (Name & Designation)
Contact No (Office / Mobile / Fax)
Email Address
Type of Company (please tick) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Private Limited Company <input type="checkbox"/> Limited Company <input type="checkbox"/> Others (please specify: _____)
Type of Agent (please tick) <input type="checkbox"/> Cash Agent <input type="checkbox"/> Credit Agent
Bank Information (for commission purpose) Beneficiary Name : _____ Bank Name : _____ Branch Name : _____ Bank Account No : _____
Is this a GST registered company? <input type="checkbox"/> Yes (provide GST Reg No. and Effective Date : _____) <input type="checkbox"/> No
Capital Declaration Authorized Capital _____ Paid-up Capital _____ (An applicant which is a company registered with the Registry of Companies must have a minimum paid-up capital of S\$25,000 at the time of its application and throughout the currency of its registration)

SECTION 2 - DETAILS OF DIRECTOR(S) AND NOMINEE AGENT(S)

(Please make a copy for an additional nominee agent if required)

Full name as per NRIC (Please underline surname)		
Designation		
NRIC/Passport No	Nationality	
D.O.B (DD/MM/YYYY)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Residential Address		
Mobile No	Office No	
Fax No	Email Address	
Highest Education (Min GCE 3 "O" Level) or Basic Competency Examination Certification	Professional Qualification FDWI, CMI or CTI (whichever is applicable)	
Total Years of experience in General Insurance	Type of Agent <input type="checkbox"/> General Insurance <input type="checkbox"/> Composite <input type="checkbox"/> Trade Specific	Full time/ Part time <input type="checkbox"/> Full time <input type="checkbox"/> Part time
Name of Insurance Company/ Agencies/ Broking Firms	Date Joined	Date Left
Name of present employer and nature of business	Position Held	Date Joined and Left

SECTION 3 – ADDITIONAL INFORMATION

Name of Primary Principal	Name of Secondary Principal	Name of Secondary Principal
Name of insurer to cease representation and why?		
Why do you want to represent HL Assurance?		
Have you ever been a General Insurance Agent of HL Assurance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has your agent registration with the GIAS ever been suspended or terminated previously?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has any of your insurance Company representation(s) ever been terminated	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has any complaint been lodged against you with the GIAS, MAS or FIREeC?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you and/or your nominee(s) been declared a bankrupt?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If your answer is a "Yes" to any of the above, please provide the details why:		

Please state your annual gross premium for last year, year-to-date and projected volume for this year. (Indicate "NA" where any of the Lines of Business do not apply to you)

Lines of Business	Past Year Gross Premium (provide supporting documents if any)	YTD Gross Premium	Expected Premium to be placed with HL Assurance this year
Motor			
Maid			
Travel			

I hereby declare that the information and statement given in this application form are true and correct and agree that they shall be the basis of the Agency Contract between the Company and myself.

Signature of Applicant with Company Stamp

Name and designation:

Date:

FOR OFFICE USE ONLY

Remarks/ Recommendations:

Approved by (Signature and date):