



**IMPORTANCE NOTICE 重要提示**

- (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 two years.  
任何僱主未有根據僱員補償條例第 282 章 40 ( 1 ) 條投保，即屬違法，一經定罪最高可被判罰款港幣 100,000 元及監禁兩年。
- (2) You are required under the policy conditions to furnish the Premium Adjustment & Declaration of Earnings Form to your Insurance Company within the stipulated time (see Guidelines (e) below).  
閣下需於限定日期內 ( 請參照下列指引 ( e ) )，根據保單條款，向保險公司提交保費調整及收入聲明表格。
- (3) Under-reporting of earnings will result in proportionate reduction in indemnity for compensable claims.  
若申報收入與實際收入不符，可獲賠償金額會因此按比例減少。

---

**GUIDELINES FOR COMPLETING THE PREMIUM ADJUSTMENT DECLARATION OF EARNINGS FORM****填寫保費調整及收入聲明表格指引**

---

- (a) **Description of Occupations 職業描述**  
Each category of occupation is to be shown separately e.g. Clerical Staff, Sales/ Marketing, Messenger, Lorry Driver, Welder etc.  
請分別列出不同職業之類別，如：文員、銷售及市場工作、信差、貨車司機、焊工等。
- (b) **Total Earnings (As more fully defined under Section 3 of the Employees' Compensation Ordinance (Chapter 282)) 總收入 ( 根據僱員補償條例第 282 章 3 條之詳盡定義 )**  
Please declare the actual total gross earnings for the period of insurance.  
請申報於保險期內之實際總收入。
- (c) **Contractors & Sub-contractor's Employees 總承判商 / 次承判商之員工**  
If you contract out any of the work in connection with your business, please provide particulars as specified therein.如閣下外判任何與閣下業務有關之工作，請提供有關資料。
- (d) **Minimum Annual Earnings 最低年薪**  
For the purpose of premium calculation, any employee (including any articulated pupil or apprentice whether indentured or not) whose earnings are at a rate less than HK\$68,520 per annum, earnings must be assessed at not less than HK\$68,520 per annum.  
計算保費時，任何僱員 ( 包括訂有期約學徒或無訂約學徒 ) 其每年收入少於港幣六萬八千五百二十元者則估計其不得低於港幣六萬八千五百二十元論。
- (e) **Submission 遞交**  
You have to complete the Premium Adjustment & Declaration of Earnings Form and submit it within 90 days after the expiry or termination of the policy with the Signature of an authorized officer.  
閣下需於保險到期日或保單完結後 90 日內填妥保費調整及收入聲明表格，並連同授權人之簽署提交予保險公司。