



**American International Assurance
Company (Bermuda) Limited**
(Incorporated in Bermuda
with limited liability)

AIA Financial Centre,
712 Prince Edward Road East,
Kowloon, Hong Kong
T: (852) 2881 3333

AIA.COM.HK

Memo

Attn: All Business Partners

From: Raymond Young

Dept: Brokerage and IFA Services

Date: 7 May 2012

Total page: 2 pages + 2 attachments

Copy: All Department Heads

Subject: (Ref: A2012038) 推出「暫停供款申請表」及「更改保單申請表」之修訂版
Launch of Request for Premium Holiday Form and the revised Request for
Change Form

全新設計的「暫停供款申請表」(OPPOSF42.0312 請參閱附錄一)將於 2012 年 5 月 2 日推出以供選擇申請「暫停繳費」之客人使用。

現有的「更改保單申請表」(OPPOSF04.0111 及 OPPOSF04.0911) 將會作出修訂並採用新的形式 (OPPOSF04.0412 請參閱附錄二), 並將現有的申請「暫停繳費」選擇項目刪除。由 2012 年 5 月 2 日起, 如客人選擇申請「暫停繳費」必須使用「暫停供款申請表」(OPPOSF42.0312)。

上述之最新版本表格可於保險及理財顧問專頁內下載。請將已填妥的表格遞交到保戶服務部處理。

而舊版的「更改保單申請表」(OPPOSF04.0111 及 OPPOSF04.0911) 可以繼續使用以申請其他保戶服務申請, 例如取消自動轉賬、更改付款形式等等 (申請「暫停繳費」除外) 直至存貨用畢為止。

請將以上訊息傳予相關合資格業務代表。如有任何查詢, 請致電保險及理財顧問熱線 3972 8899。

Please be informed that a newly designed form, Request for Premium Holiday Form (OPPOSF42.0312, please refer to Appendix I), will be launched effective from 2 May 2012, for customers who opt for applying Premium Holiday based on their own decision.

The existing Request for Change Form (OPPOSF04.0111 and OPPOSF04.0911) will be also slightly modified and adopted the new format (OPPOSF04.0412, please refer to Appendix 2) - the option for "Apply Premium Holiday" will be deleted accordingly. Customers should use the new form, Request for Premium Holiday Form (OPPOSF42.0312), if they opt for applying Premium Holiday, effective from 2 May 2012.

The latest version of these forms can be downloaded or retrieved through IFA & Broker Corner. Please submit the form(s) to POS for further processing after completion.

The old version of Request for Change Form (OPPOSF04.0111 and OPPOSF04.0911) can still be used until depletion for other types of requests (e.g. Cancel Autopay, Change Mode of Payment, etc.), except applying Premium Holiday.



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Please convey the above message to your technical representatives accordingly. Should you have any queries, please feel free to call our Brokerage & IFA Hotline 3972 8899.

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Best regards,

Raymond Young
Assistant Vice President &
Head of Brokerage and IFA Services

注意 Note:

於這通告內所提及的「友邦」是指美國友邦保險(百慕達)有限公司(於百慕達註冊成立之公司)。

"Our" or "AIA" as used herein refers to American International Assurance Company (Bermuda) Limited (Incorporated in Bermuda with limited liability)