

"Use Own Company Letter Head"

<Date>

AIA International Limited
8/F, AIA Financial Centre,
712 Prince Edward Road East,
Kowloon, Hong Kong

Dear Sir/ Madam,

Appointment of Exclusive <Group Insurance and/or Pension Consultant>
<Name of Policyholder> – Group Insurance Policy No.:<xxx for existing client>
<Name of Employer> – Pension Scheme No.: <xxx for existing client>

This is to confirm that with immediate effect, we have appointed <YYY Limited/
Name of Agent> as our exclusive <group insurance and/or pension consultant>
with respect to our <group medical and/or group life insurance quotation(s) /
existing group medical and/or group life insurance policy(ies) / pension scheme
proposal(s) / existing pension scheme(s) >.

This appointment supersedes all previous appointments and the authority
contained herein shall remain in full force until cancelled in writing.

Kindly do all you can to assist my consultant in performing <their/ his/ her> duty
assigned here. Thanks for your cooperation.

Yours faithfully,

For and on behalf of

Company Name

Authorized Signature

<Name of Signer, Job Title & Co. Chop>

“用客戶自己公司抬頭”

友邦保險(國際)有限公司
香港九龍太子道東712號
友邦九龍金融中心8樓

致 先生/女士,

專屬 <團體保險 及/或 退休金顧問> 之委任

<投保公司名稱> – 團體保險保單編號：<XXX- 適用於現有客戶>

<僱主名稱> – 退休金計劃編號：<XXX- 適用於現有客戶 >

我們現確認委任 <YYY有限公司/財務策劃顧問姓名> 為敝公司的 <團體醫療 及/或 團體人壽建議書 / 現有團體醫療 及/或 團體人壽計劃 / 退休金計劃建議書 / 現有退休金計劃>的專屬 <團體保險及/或 退休金顧問>，即時生效。

此委任會取代過往之所有任命，並持續有效直至以書面形式取消。

請協助我的顧問去職責履行<他們 /他 /她>的職責。多謝合作。

代表

公司名稱 謹啟

授權人簽署

<姓名、職銜及公司蓋印>

<日期>