

Service Fee Schedule for documents issued on or after 1 Jan 2019:

S/no	Service type	Service fee	
		First document	Second document or thereafter
1	Issuance of No Claim Discount (NCD) letter	HK\$500	HK\$500
2	The individual re-issuance, with no amendment, of: <ul style="list-style-type: none"> • cover note; or • Policy Schedule; or • Certificate of Insurance 	HK\$250	HK\$250
3	The collective re-issuance of cover note, Policy Schedule and/or Certificate of Insurance with no amendment	HK\$250	HK\$250
4*	The collective re-issuance of cover note, Policy Schedule and/or Certificate of Insurance following a change of insured's postal address	Waived	HK\$500
5*	The collective re-issuance of cover note, Policy Schedule and/or Certificate of Insurance following Policy endorsement, e.g. changes to details of insured vehicle and/or Named Driver	HK\$500	HK\$500
6*	All other service types requiring document issuance	HK\$500	HK\$500

For the avoidance of doubt:

- (i) A request for multiple copies of documents shall be considered as multiple requests and charged accordingly.
- (ii) A request which involves a collective re-issuance of documents described in items 4 and 5 above, such as a change of the insured's postal address and a change in the Named Driver, shall attract only the highest service fee applicable, subject to clause (i) above.

Notes:

1. Items 4 to 6 may require Us to re-issue a cover note, Policy Schedule and/or Certificate of Insurance and the cost is included in this fee. There is no fee to change the insured's contact details that does not require the re-issuance of any document.
2. In the event of any discrepancies between the English and Chinese versions of this Policy, the English version shall prevail.

2019 年 1 月 1 日起提供各種文件之行政費收費表:

编号	服務類型	行政費	
		首份文件	次份文件起 (每份)
1	發出無索償紀錄證明信件	港幣 500 元	港幣 500 元
2	在沒有任何資料更改情況下補發一份： <ul style="list-style-type: none"> • 臨時保單；或 • 承保表；或 • 保險憑證 	港幣 250 元	港幣 250 元
3	在沒有任何資料更改情況下同時補發： <ul style="list-style-type: none"> • 臨時保單；及 / 或 • 承保表；及 / 或 • 保險憑證 	港幣 250 元	港幣 250 元
4*	因應更改投保人通信地址而須同時補發： <ul style="list-style-type: none"> • 臨時保單；及 / 或 • 承保表；及 / 或 • 保險憑證 	豁免	港幣 500 元
5*	因應更改受保車輛資料及 / 或記名司機資料而須同時補發： <ul style="list-style-type: none"> • 臨時保單；及 / 或 • 承保表；及 / 或 • 保險憑證 	港幣 500 元	港幣 500 元
6*	任何其他需要提供文件的服務	港幣 500 元	港幣 500 元

為免除疑問：

- (i) 我們將視任何提出多份文件的服務指示為個別服務指示而按照所須提供的文件數量徵收行政費。
- (ii) 對於任何同時牽涉上列编号 4 及 5 的服務指示，例如同時更改投保人通信地址以及記名司機，我們只會徵收收費表上列明相應最高的一項服務費，而同時受上列 (i) 條款約束。

注意事項：

1. 上列编号 4 至 6 的服務指示可能導致我們須要補發臨時保單，承保表及 / 或保險證明書，而上列的行政收費已包含此費用。我們不會對更改聯絡資料而不須補發文件的投保人徵收行政費。
2. 本保單的中英文版本如有任何歧異或不一致，一概以英文版為準。