

Checklist (Daily member movements reporting) for Group Medical Insurance Plan

Daily member movements reporting

FOR GROUP HEALTH 360 POLICY

1. Addition of Group Member
 - Completion of Designated [Member Enrollment Form](#) in excel format as well as duly signed Form
 - Completion of [Health Declaration Form](#) by each new joiner(s)

 2. Deletion of Group Member
 - Completion of Designated [Member Termination Form](#) in excel format as well as duly signed Form

 3. Changed of Member Information
 - Completion of Designated [Member Amendment Form](#) in excel format as well as duly signed Form
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FOR TAILOR-MADE POLICY

1. Addition of Group Member
 - Completion of Designated [Member Enrollment Form](#) in excel format as well as duly signed Form

 2. Deletion of Group Member
 - Completion of Designated [Member Termination Form](#) in excel format as well as duly signed Form

 3. Changed of Member Information
 - Completion of Designated [Member Amendment Form](#) in excel format as well as duly signed Form
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