

# Checklist (Placing Requirements) for Group Medical Insurance Plan

## Placing Requirements

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### FOR BRAND-NEW CASE (GROUP HEALTH 360 / TAILOR-MADE QUOTATION)

- Application Form ([GROUP HEALTH 360](#) / [TAILOR-MADE](#)) with BR copy
- [Charge Card Agreement](#) (If outpatient network service is required)
- [Member Enrollment Form](#) in excel format
- [Health Declaration](#) (For no.of employee less than 10)

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### FOR TAKE-OVER CASE (APPLICABLE ONLY FOR TAILOR-MADE QUOTATION)

- Application Form ([TAILOR-MADE](#)) with BR copy
- [Charge Card Agreement](#) (If outpatient network service is required)
- [Member Enrollment Form](#) in excel format
- [Health Declaration](#) (For any insured members who aged 70 or over)
- Existing Benefit Schedule, covered member list, claims experience report for at least 9 months of current policy year (Those information MUST generate by the previous Insurance Company)