

**SAMPLE**



Agreement Completion Date

**ZURICH INSURANCE COMPANY LTD, HONG KONG BRANCH**

and

Full name of agent

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**AGENCY AGREEMENT**

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**THIS AGREEMENT** is made on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**BETWEEN**

(1) **ZURICH INSURANCE COMPANY LTD**, a company incorporated in Switzerland with limited liability whose principal place of business in Hong Kong is situate at 25-26/F., One Island East, 18 Westlands Road, Island East, Hong Kong ("**Zurich**")

and

(2) Full name of agent \_\_\_\_\_, holder of Hong Kong Identity Card Number HKID \_\_\_\_\_ whose place of residence is situate at Residential Address \_\_\_\_\_ ("**Agent**")

**WHEREAS**

- A. Zurich is an insurance company authorized to conduct general insurance business (as defined in the Insurance Ordinance, Cap.41, Part 3 of Schedule 1 Classes of General Business) in Hong Kong;
- B. The Agent is a licensed individual insurance agent in Hong Kong who intends to introduce selected insurance products on behalf of Zurich ("**Zurich Products**") to existing or potential clients of Zurich ("**Clients**")
- C. **SCF Insurance Management Limited ("SCF")**, an agency of Zurich, will be responsible for providing relevant administrative services, including but not limited to client enquiry service, quotation document preparation, policy administration, to Clients introduced by the Agent in respect of the selected insurance products.
- D. The Agent shall indicate to Clients about SCF's administrative role and his/her role as Zurich's agent and that he/she will receive a commission in accordance with the terms of this Agreement.

**NOW IT IS HEREBY AGREED AS FOLLOWS:-**

**1. Agency Service**

Subject to the terms and conditions of this Agreement as set out in Schedule 1, the Agent is entitled to a commission in respect of each Zurich Product taken out by the Clients who are introduced by the Agent.

**2. Commission / Payment**

- (a) Commission
  - (i) Zurich shall pay directly to the Agent commission according to the rate for each Zurich Product as set out in Schedule 2 for business introduced to Zurich through Zurich's online portal platform.
  - (ii) Except for Clause 2(a)(i) above and in respect of insurance business introduced to Zurich through other channels, Zurich shall pay the commission to SCF which is the Agent's appointed payment receipt agent. The Agent agrees that payment of

commission by Zurich to SCF in this regard shall discharge Zurich's liability to pay the Agent under the Agreement.

- (b) Payment of Commission
  - (i) The Agent shall pay the net premiums due to Zurich within the payment period as set out in Schedule 3 with respect to insurance business introduced to Zurich through Zurich's online portal platform.
  - (ii) Except for Clause 2(b)(i) above and in respect of insurance business introduced to Zurich through other channels, all premiums thereof shall be collected by SCF.

### 3. Commencement and Term

- (a) Commencement of Services
- (b) Term  
From the date of Commencement of Service until termination in accordance with Clause 11 of Schedule 1.

### 4. Notices

Agent:-  
Address : Sunlife's office address  
\_\_\_\_\_  
\_\_\_\_\_  
Email : Sunlife's email address  
\_\_\_\_\_  
Contact person : Full name of agent  
\_\_\_\_\_

Zurich:-  
Address : 25-26/F, One Island East, 18 Westland Road, Island East, Hong Kong  
Email : agency.admin@hk.zurich.com  
Contact person : Agency Admin Team

### 5. Jurisdiction and Governing Law

This Agreement shall be governed by and construed in all respects in accordance with the laws of Hong Kong and the parties agree to submit to the exclusive jurisdiction of the courts of Hong Kong.

IN WITNESS whereof the authorized representatives of the parties hereto have signed this Agreement the day and year first above written.



\_\_\_\_\_  
Name: Full name of agent

For and on behalf of  
**Zurich Insurance Company Ltd, Hong Kong Branch**

\_\_\_\_\_  
Authorized Signatory