

Date: \_\_\_\_\_

Zurich Insurance Company Ltd.  
25-26/F, One Island East,  
15 Westlands Road,  
Island East,  
Hong Kong

To Whom It May Concern

Dear Sirs,

Subject: Change of Insurance Consultant  
Policy No(s): \_\_\_\_\_

This is to confirm that as of the date of this letter, we have appointed Motors.com.hk Limited with agent registration no. 14975118 as our exclusive Insurance Agent of Record. He or she is authorized to negotiate and handle the placement of the above policy(ies) upon the up-coming renewal on our behalf.

This appointment rescinds all previous appointments and authorization and shall remain in full force and effect until cancelled in writing.

This letter also constitutes your authority to furnish our Agent with all information he or she may request so long as it pertains to the above insurance policy including but not limited to claims data, quotation and policy record. Kindly assist our Agent in performing his/her duty we assign herein.

Yours faithfully,  
For and on behalf of [Insured's name: \_\_\_\_\_]

\_\_\_\_\_  
Signed by [Signer's name & Title: \_\_\_\_\_]

[Please insert title with equivalent or compatible capacity of CEO, CFO, COO, GM, Director, HR Manager (for respective insurance such as Employees' Compensation, Group PA), Proprietor or Partner]