

# Modification Document Of Motor Insurance Policy

Document/ Modification item	Terminate	Modify insurance cover or amounts	transfer	Change applicant
Insurance policy	●	●	●	●
Receipt (If need new one)		●		●
Sign or stamp by (original) insured	●	●	●	●
ID card or other proof of identity	●		●	
Sign or stamp by new insured			●	●
ID card or other proof of identity by new insured			●	●
Any proof of insurance contract terminate	●			
A copy of Bank book by (original) insured	●	●		
If death of owner : certificate of inheritance			●	

## Matter Needing Attention :

- If the insured is company, the business registration certificate is necessary.
- If it is an agent, please provide ID card and sign (stamp) by the agent.
- Electronic insurance policy do not need to provide the insurance policy and receipt.
- If the insurance policy or receipt has been lost or damaged, a declaration would be required.
- The compulsory automobile liability insurance policy may only be terminated in those cases: license plate cancellation or double insurance.
- For compulsory automobile liability insurance transfers, if the insurance premium can be refunded, a copy of the bank book of the new insured shall be provided.