

Date:  
Address: Zurich Insurance Company  
25-26/F., One Island East,  
18 Wetlands Road, Island East,  
Hong Kong

To whom it may concern

Dear Sirs,

**Subject: Change of insurance consultant**

Policy no. \_\_\_\_\_

This is to confirm that as of the date of this letter, I have appointed \_\_\_\_\_ with agent/broker registration no. \_\_\_\_\_ as my exclusive Insurance Agent of Record/Broker of Record ("Agent/Broker"). He or she is authorized to negotiate and handle the placement of the above policy(ies) upon the up-coming renewal on my behalf.

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

Kindly do all you can to assist my Agent/Broker in performing his/her duty I assign herein.

Thanks for your cooperation.

Yours faithfully,

\_\_\_\_\_  
Sign by