How to use the Business Reply Envelope (BRE)

**a.** Fold along dotted lines.

**b.** Insert documents into business reply folder, folding inwards.

**c.** Seal along edges of folder with clear tape (do not staple). Drop sealed folder into post box.

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**BUSINESS REPLY SERVICE PERMIT NO. 01893**

HSBC Insurance (Singapore) Pte. Limited.
Robinson Road P.O.Box 1538
Singapore 903038

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Thank you for insuring with HSBC Life.

- Please provide us with your new mailing address on card number if you have recently changed them.
- Please sign the form. The signature must be the same as that found in our records.
- Please ensure that all relevant sections of the form are completed.
- For form submission:

  - Only changes from immediate family members (i.e. spouse, siblings, parents, children) are allowed.
  - If using a third party cheque, please indicate relationship with the policyholder and submit a copy of the third party NIC.
  - Please do not send cash or post-dated cheques.
  - Please ensure that the amount in words and the amount in numbers are the same.
  - Please enclose the cheque payable to HSBC Insurance (Singapore) Pte. Limited and write your policy number on the back of your cheque.