Please keep this form for reference and read this notice carefully before applying for the insurance.

Chaoyang University of Technology
Employee Group Insurance Notification

The group insurance application procedures and instructions are as follows:

1. Insurance application: Please first obtain the "Group Insurance Enrollment / Cancellation Form" and "Group Insurance Enrollment Form and Health Insurance Notification", and then complete and submit the forms in person to the Office of Human Resources (on the 4th floor of the Administration Building) during office hours.
2. Effective time: The insurance will come into effect after approval of the insurance company.
3. Cancellation of insurance: Please consult the Office of Human Resources during office hours or download the "Group Insurance and Enrollment / Cancellation Form" from the school website. Then submit the application form to the Office of Human Resources (the insurance will automatically be terminated by the HR Office for resigning staffs). The insurance of the related individual and his/her dependent(s) will continue to be effective till the end of the month of withdrawal.
4. Claims procedure: Please obtain the "Claims Application Form" (at the Reception Desk on the first floor of the Administration Building and HR Office), and submit the completed form with the relevant documents to the Office of Human Resources during office hours.
5. The insureds must be the school staff and their immediate family members (parents, spouses and children), and the premiums of the family members will be deducted from the monthly salary of the staff members.
6. Following is the general information for the school's group insurance: *(Currency: NTD)

Plan		1	2	3	4	5	6	7
Status		Self	Dependents(Spouse, children and parents) Age 15 to 65 (maximum age for children is 25 years old)					
Age Limit		--	--			Children Age 0 to 15 years old		
Term Life Insurance (NTD)	Death and total disability	300K	2 million			--		
Accidental Insurance (NTD)	Accidental death and disability	5 million	15 million			--		
Accidental Medical Treatment (NTD)	Accidental medical insurance	30 thousand	30 thousand			--		
Inpatient Hospital Treatment (NTD)	1. Daily inpatient medical treatment allowance	1,000						
	2. Increased in benefit for ICU allowance (1-30 days)	500						
	3. Increased in benefit for ICU allowance (31-120 days)	1,000						
	4. Insurance benefit	5,000～60,000						
	5. Outpatient medical allowance before and after hospitalization (daily)	500						
	6. Medical benefit for fractures without hospitalization (daily) For up to 60 days, according to different parts and severity	500						
Surgical and Inpatient Hospital Treatment for Cancer (NTD)	1. Inpatient surgical insurance benefit (fixed amount, unlimited days)	40,000	40,000	20,000	--	40,000	20,000	--
	2. Inpatient medical insurance benefit (daily, unlimited times)	4,500	4,500	2,500	--	4,500	2,500	--
	3. Outpatient insurance benefit (Limited to once a day, up to 90 days a year)	1,000	1,000	500	--	1,000	500	--
	4. Chemical or radiation treatment insurance benefits (Limited once a day, unlimited days)	2,000	2,000	1,000	--	2,000	1,000	--
Monthly Insurance Premium per person (NTD)	Employee (contract staff is responsible for the full payment of the monthly premium), spouse, parents, and children	**550**	**474**	**400**	**312**	**340**	**266**	**178**
Self-bearing (NTD)	Employee, spouse, parents, children	**100**	**474**	**400**	**312**	**340**	**266**	**178**
School Subsidy (NTD)		**450**	0	0	0	0	0	0

Age limit for the insureds

1. Employee: The age limit for entry of group insurance for the first time is 15 years and above, the maximum age limit for joining the insurance is 65 years old, which can be extended to 70 years old.
2. Employee's spouse: the age limit for entry of group insurance for the first time is 15 years and above, and the maximum age limit for joining the insurance is 65 years old, which can be extended to 70 years old.
3. Employee's children: newborn babies of at least 15 days old, who are healthy and have been discharged from the hospital, and unmarried school children under 25 years of age
4. Employee's parents: The maximum age limit for joining the insurance is 65 years old, and can be extended to 70 years old.
5. If the husband and the wife are both employees of the university, they can only choose to be insured either under the status of employee or spouse, and cannot apply for the insurance as each other's dependent at the same time. The insurance for their children and parents can only be attached to one within two of their insurance.
6. **The beneficiary of death insurance shall be the legal heir of the insured, so please do not fill in the field for "Beneficiary of the Death Insurance"**.

Descriptions:

Insurance coverage: (Related information and forms can be found on the HR Office webpage:

(1) Group term life insurance: 100% coverage of the insured amount for death and total disability caused by illness or accident.
(2) Group injury insurance: coverage for accidental death and disability (death and disability caused by illness are not included in this insurance plan).
(3) Injury medical insurance: personal accident coverage for medical expenses with maximum compensation up to 30,000 NTD for each accident. Please attach a certificate of diagnosis and a detailed list of medical expenses **(original receipt)** when making a claim.
(4) Inpatient medical insurance: Regardless the causes of either illness or accident, the coverage will be based on actual days of hospital stay (including the day of admission and discharge) multiply the daily hospital allowance.
(5) Cancer treatment insurance: for those who enroll in the group insurance after 1st of August 2022, **the insurance company will assume the insurance liability after the 91st day from the insurance policy effective date. Those with a pre-existing condition of cancer are not eligible for this insurance plan.**

Fill in the application form: applicable to those join the group insurance after the 1st of August 2022

(1) Notes for filling out the" Group Insurance Enrollment / Cancellation Form":
The insured only needs to fill in the following columns, the rest is to be completed by the undertaking unit: "Name of the Insured", "ID Number", "Date of Birth", "Detailed Occupation Information", "Insurance Plan", "Job title", "Date of Employment". "Beneficiaries of Death Insurance" (The beneficiary of death insurance shall be the legal heir of the insured),
"Signature of the Insured" (those 7 years of age and above must sign in person).
"Signature of the Legal Representative" for the insured under the age of 20.

(2) Notes for filling in the "Group Insurance Enrollment Form and Health Insurance Notification"
Those joining the group insurance after the 1st of August 2022 must provide the following information:
a. Basic information: please fill in every column thoroughly.
b. Occupational and Medical Declaration: please select and provide the relevant information on section (3) and (4) truthfully.
c. The insured must sign in person on "Signature of the Insured"
Insureds who have reached 7 years of age must sign in person,
For children under 20 years old, his/her legal representative must sign and indicate his/her relationship with the insured.

The above information is for reference only, and the actual terms and conditions of the insurance policy shall prevail.

The following group insurance application information is provided by the insurance company in a fixed format. Please fill it out after printing. Do not fill in the date as your insurance application is not yet approved. Thanks for your cooperation.