

Agents for **ARABIA** Insurance Company s.a.l

FIDELITY GUARANTEE INSURANCE PROPOSAL FORM

Full Name of Employer :

Address :

Business :

Year Established :

Full Names of Employees to be guaranteed	Duties	Length of Service	Salary	Commission	Allowances	Amount to be guaranteed
1. Are all persons who, as part of their normal duties, handle or are responsible for money, accounts or goods included? If not, state basis of selection for guarantee						
2. Does Employer always obtain satisfactory references direct from former Employers for the 3 years immediately preceding the engagement of any employee responsible for money, accounts or goods? If not, state practice						

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<p>3. Has there ever been occasion to question the honesty or good conduct of any of the persons to be guaranteed?</p> <p>If so, give details</p>	
<p>4. Has any Insurer in respect of any person to be guaranteed ever</p> <p>a) declined a proposal, refused renewal or terminated a guarantee?</p> <p>b) required an increased premium or imposed special conditions?</p> <p>If so, give details</p>	
<p>5. Has employer suffered any loss during the past 5 years through fraud or dishonesty?</p> <p>If so, state the date, amount and steps taken to prevent recurrence</p>	
<p>6. Does Employer hold a Money or Cash Policy?</p> <p>If so, with whom</p>	
<p>7. Is anything at present due to the employer from the employee?</p> <p>If so, state?</p>	
<p>8. How often is the employee required to submit to the employer a statement of amounts received?</p>	
<p>9. How often is the employee required to pay over amounts received by him on behalf of the employer, and what are the regulations attaching thereto?</p> <p>If receipts with counterfoils are used, will the amounts received from the applicant be checked daily with the counterfoils</p>	
<p>10. Do you know any other fact material to or affecting the risk on this Proposal</p>	

SYSTEM OF CHECK

Brief particulars of Employer's office system as regards to money, accounts and goods and of the steps taken to prevent and discover defalcation on the part of the employees proposed for guarantee

<p>1. In what way (i.e by collection, post etc) & in what form does money reach the hands of:</p> <p>a) travelers, salesmen and collectors?</p> <p>b) cashiers?</p> <p>c) other employees?</p>	
<p>2. State largest estimated amount held by any employee at any one time of:</p> <p>a) money</p> <p>b) goods</p>	
<p>3.</p> <p>a) How often are employees required to/for money?</p> <p>b) What steps are then taken to check independently that all sums received by employees are accounted for?</p>	
<p>4.</p> <p>a) What is the system for recording the receipt of cash and checking that all cash received has been paid into Employer's banking account?</p> <p>b) Do employees who handle money or goods have duties in connection with the ledgers or stock record books?</p> <p>If so, give details</p>	
<p>5. Do employees pay out money or draw cash on Employer's banking account?</p> <p>If so, are such payments previously Authorized by a senior employee and Compared with supporting documents?</p>	
<p>6. Has any employee power to draw cheques on Employer's banking account?</p> <p>If so, state maximum amount of any one cheque:</p> <p>a) on the employee's signature alone</p> <p>b) jointly with another employees</p>	
<p>7. State maximum amount of petty cash held?</p> <p>If not, held on the "imprest system", how it is administered?</p>	

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<p>8.</p> <p>a) What is the system for collecting outstanding accounts?</p> <p>b) Is it possible for the persons responsible for collection to interfere with the dispatch of reminders?</p>	
<p>9.</p> <p>a) By whom and how often is the balance shown by Employer's books reconciled with the Bank Passbook Statement?</p> <p>b) By whom and how often is the money in hand checked independently of the employee concerned?</p>	
<p>10.</p> <p>a) What is the system for authorizing the purchase of goods and recording deliveries?</p> <p>b) What is the system for authorizing the dispatch of goods and ensuring that dispatch recorded and charged to the customer</p> <p>c) How often and by whom is a physical check carried out in respect of goods</p> <p>i. in the custody of travelers and salesmen?</p> <p>ii. in the custody of employees in control of goods?</p> <p>iii. elsewhere?</p>	
<p>11.</p> <p>a) Who is the Employer's auditor?</p> <p>b) What is the extent and frequency of the audit?</p>	

I/We warrant that the details on this form including those given under the heading System of Check attached are correct and I/We agree that they shall form the basis of the contract between me/us and the Company. I/We agree to accept a Policy in the Company's usual form for this class of insurance.

Signature: _____ Date: _____

No insurance is in force until the Proposal has been accepted by the Company and the premium paid