



**iNSURANCE**  
 Standard Alliance Insurance PLC  
 RC: 40590

**PROPOSAL FORM FOR FIDELITY GUARANTEE INSURANCE PROPOSAL INSURANCE**

**“AN INSURANCE AGENT WHO ASSISTS AN APPLICANT TO COMPLETE AN APPLICATION OR PROPOSAL FORM FOR INSURANCE SHALL BE DEEMED TO HAVE DONE SO AS THE AGENT OF THE APPLICANT”**

Client No..... Policy No.....

Client Name.....

Address.....

Postcode.....

Contact Name.....

Phone No..... Fax No.....

**PLEASE ATTACH ADDITIONAL PAGES AS NECESSARY**

1. Business (Describe fully).....

2. Please provide details of current insurance.....

3. Has your Organisation changed its mode of operations during the last 3 years?

Yes No (If yes, please provide details).....

4. Does your Organisation plan to expand or vary the type of operations during the coming 12 months? Yes  
 No (If yes, please provide details) .....

5. From how many locations does your Organisation operate?.....

6. Have you had any losses for this type of insurance during the last 5 years? .....

7. Please describe your internal Audit Procedures.....

8. Please describe your External Audit Procedures.....

9. Do the audits include all locations? Yes..... No (If no, please advise reasons).....

10. Do the results of audits go directly to the Board? Yes..... No.....

11. Are employees' duties so arranged that no one employee is permitted to control a transaction from beginning to end? Yes..... No.....

12. Do all manually signed cheques require two or more signatures? Yes.....

13. What is the largest amount of cash held at the premises at any onetime?.....

14. Are all paid employees required to take an uninterrupted holiday of at least 2 weeks in each calendar year during which they perform no duties and are required to stay away from the Organisation's premises?.....
15. How are cash and negotiable instruments handled, recorded and banked?.....  
.....
16. How are the purchase and sale of goods and property recorded and accounted for?.....  
.....
17. From what address are payroll and accounting carried out?.....  
.....
18. What computer system is used?.....
19. Are passwords used to afford varying levels of entry to the computer system depending on the need and authorization of the user? Yes..... No.....  
(If yes, are staff instructed to keep passwords confidentially)?.....
20. Does the system enforce regular password changes? Yes..... No.....
21. If passwords are not used, please describe the methods used to protect logical access to the computer system.....
22. Are unique passwords used to identify each terminal? Yes..... No.....
23. Are passwords withdrawn when people leave? Yes..... No.....
24. Are terminals kept in physically secure locations accessible to authorized personnel only? Yes..... No.....  
(If no, please describe the steps taken to prevent an authorized user from utilizing a terminal .....  
.....
25. Please provide any other information that you feel will assist with understanding security.....  
.....
26. Where computers are not used, what bookkeeping or accounting procedures are used and what security is in place.....  
.....
27. What is the annual turnover of the Organisation?.....
28. What is the largest turnover at any one location?.....
29. Please provide any other information that will assist in understanding the mode of operations and procedures of the organization.....  
.....
30. Limit of indemnity  
Any one person.....  
Any one period of insurance.....
31. Total Number of Employees and Volunteers.....  
Classification:  
A: Executives/Officials other than "B"..... B: Cashiers/Treasurers/Paymasters.....  
C: Outdoor Workers (Money handlers)..... D: All other Employees/Volunteers.....
32. Period of Insurance: From..... To.....

**DECLARATION**

I declare that my answers are true and correct.

SIGNED..... NAME.....

DATE..... POSITION IN ORGANISATION.....