



SHARJAH INSURANCE COMPANY

Head Office, Post Box No. 792, Sharjah, United Arab Emirates

Tel: +971 6 568 6690, 568 3833, Fax: +971 6 568 6545

Dubai Office Tel: 04-3979796 Fax No: 04-3979704

Abu Dhabi Office Tel: 02-6774200 Fax No: 02-6772770

Web site: www.shjins.ae E-mail: sico@emirates.net.ae

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

<p>(1) Are all persons who, as part of their normal duties, handle or are responsible for money, accounts or goods included?</p> <p>If not, state basis of selection for guarantee</p>	<p>___ yes ___ no</p> <p>_____</p> <p>_____</p>
<p>(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?</p> <p>If not, state practice</p>	<p>___ yes ___ no</p> <p>_____</p> <p>_____</p>
<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>___ yes ___ no</p> <p>_____</p> <p>_____</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>___ yes ___ no</p> <p>___ yes ___ no</p> <p>_____</p> <p>_____</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>___ yes ___ no</p> <p>_____</p> <p>_____</p>
<p>(6) Does Employer hold a Money or Cash Policy?</p>	<p>___ yes ___ no</p> <p>_____</p> <p>_____</p>
<p>(7) Is anything at present due to the employer from the employee?</p> <p>If so, state?</p>	<p>___ yes ___ no</p> <p>_____</p> <p>_____</p>

(8) How often is the employee required to submit to the employer a statement of amounts received?	<hr/> <hr/>
(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? If receipts with counterfoils are used, will the amounts received from the applicant be checked daily with the counterfoils	<hr/> <hr/> _____ yes _____ no
(10) Do you know any other fact material to or affecting the risk on this Proposal	<hr/> <hr/>

Note: The System of Check attached must be completed.

Declaration:

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: _____

(Signing this form does not bind the Employer to complete the Insurance.)

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>a) _____ _____</p> <p>b) _____ _____</p> <p>c) _____ _____</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>a) _____ _____</p> <p>b) _____ _____</p>
<p>(3) 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>a) _____ _____</p> <p>b) _____ _____</p>
<p>(4) 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>a) _____ _____</p> <p>b) ____ yes ____ no _____ _____</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>____ yes ____ no</p> <p>____ yes ____ no</p>

<p>(6) Has any employee power to draw checks on Employer's banking account? If so, state maximum amount of any one check: a) on the employee's signature alone b) jointly with another employees</p>	<p>a) Dhs. _____ b) Dhs. _____</p>
<p>(7) State maximum amount of petty cash held. If not, held on the "imprest system", how it is administered?</p>	<p>Dhs. _____ _____ _____</p>
<p>(8) a) What is the system for collecting outstanding accounts? b) Is it possible for the persons responsible for collection to interfere with the dispatch of reminders?</p>	<p>a) _____ _____ b) _____ _____</p>
<p>(9) a) By whom and how often is the balance shown by Employer's books reconciled with the Bank Passbook Statement? b) By whom and how often is the money in hand checked independently of the employee concerned?</p>	<p>a) _____ _____ b) _____ _____</p>
<p>(10) a) What is the system for authorizing the purchase of goods and recording deliveries? b) What is the system for authorizing the dispatch of goods and ensuring that dispatch recorded and charged to the customer c) How often and by whom is a physical check carried out in respect of goods. i) in the custody of travelers and salesmen? ii) in the custody of employees in control of goods? iii) elsewhere?</p>	<p>a) _____ _____ b) _____ _____ c) i. _____ ii _____ iii _____</p>
<p>(11) a) Who are the Employer's auditor? b) What is the extent and frequency of the audit?</p>	<p>a) _____ _____ b) _____ _____</p>