

**EMPLOYER'S PROPOSAL FOR FIDELITY GUARANTEE**  
 (COLLECTIVE POLICY)

NAME OF EMPLOYER \_\_\_\_\_ BUSINESS \_\_\_\_\_ When Established \_\_\_\_\_  
 POSTAL ADDRESS \_\_\_\_\_ TRN \_\_\_\_\_ E-mail Address \_\_\_\_\_ Telephone No(s) \_\_\_\_\_

NAME OF EMPLOYEE	ADDRESS	AMOUNT OF GUARANTEE	NATURE OF DUTIES	REMUNERATION*	DATE OF JOINING	WHAT SECURITY PREVIOUSLY HELD?

I would like to receive documentation / communication electronically (where applicable).  YES  NO  
 Are you or an immediate relative or closely associated entrusted with a prominent public position such as that of a Senior Politician, Senior Government Official or Executive of a political party?  YES  NO  
 If yes, please explain. \_\_\_\_\_  
 SOURCE OF FUNDS (i.e. your earnings/income, e.g. wages, remittances, investments etc.) \_\_\_\_\_  
 \* Remuneration – Differentiate between Salary, Commission and Allowances.  
 If No Security previously held, state why now required \_\_\_\_\_

Date \_\_\_\_\_ 20 \_\_\_\_\_ Signature \_\_\_\_\_ Agent \_\_\_\_\_

PARTICULARS OF SUPERVISION

1.	Is the system of supervision agreed when arranging previous guarantees with the Company to apply? If the answer is in the affirmative replies are not required to the Questions below.	
2.	a) From what sources will moneys reach the Employees' hands? b) What is the largest amount any one employee is likely to have at any one time?	a) b) Cash Cheques
3.	a) At what intervals will you require Employees to:- i) Submit a statement of cash received ii) Pay the money to you or the Bank? iii) Produce any floating balance in hand? b) Will they be required to give printed receipts from a book with counterfoils or carbon copies? If so, at what intervals will the counterfoils or carbon copies be independently checked?	a) i) ii) iii) b)
4.	At what intervals will statements of account be sent direct by post to all customers, independently of Employees in a position to receive payment of an account?	
5.	a) Will all wages lists be prepared or checked in every detail independently of Employees who handle the wages? b) What precautions will be taken regarding unpaid wages until actual payment	a) b)
6.	a) If any Employees will have securities, stock or samples under their control please state maximum values. b) At what intervals will such securities, stock or samples be independently examined and checked	a) b)
7.	For indoor Employees only:- a) At what intervals and by whom will the Cash Book entries be examined and checked against the Bank Pass Book, receipt counterfoils and vouchers, and any balance in hand tested? b) At what intervals and by whom will the Petty Cash Book be checked with vouchers and actual cash in hand examined? c) Who are authorised to draw on your Banking Account? d) At what intervals will the Insurance Cards and Stamps be checked independently of the Employees responsible for purchasing or affixing the Stamps? e) At what intervals will you balance your books? f) How often will there be a professional audit?	a) b) c) d) e) f)
8.	If Employees will handle any funds other than Employers, moneys and such funds are to be covered by the policy, give full particulars and state steps to be taken to ensure such funds are accounted for.	
9.	What defaults have occurred during the last 5 years?	
10.	Have you ever proposed to this or any other Company and if so, when and with what result?	