

Fidelity Guarantee Insurance Proposal Form

Important Notice

1. **STATEMENT Pursuant to Section 25(5) of the Insurance Act** (or any subsequent amendments thereof) - We would remind you that you must disclose to us fully and faithfully the facts you know or ought to know otherwise you may not receive any benefits from your Policy.
2. Please note that this insurance is subject to the premium being paid and received in full by the Company
 - a) before the inception date where the Policy is issued to an Individual; or
 - b) within the period specified in the Premium Payment Warranty applied to the Policy in all other instances, failing which there will be no liability under this cover.
3. The liability of the Company does not commence until this Application is accepted and the premium is paid in accordance with clause 2 above.

Intermediary's Name / Code: _____

1. The Proposer								
Name (in full):								
Address:								
								ROC:
Description of Business:								
2. General								
I) Classification and number of employees to be guaranteed _____ If space is insufficient please use separate sheet								
S/N	Name	NRIC	Duties	Length of Service	Salary	Comm	Allowances	Amount to be guaranteed
(II) The largest amount of cash/stocks/securities handled by any one employee: Cash: \$ _____ Stocks: _____ Securities: _____								
(III) Systems/procedures relating to CASH/CHEQUES:								
(a) Has any employee power to draw cheques on Proposer's banking account? YES <input type="checkbox"/> NO <input type="checkbox"/> If "YES", state maximum amount of any one cheque: \$ _____								
(b) Who are authorized to sign cheques: _____								
(c) No. of authorized signatories required for each cheque: _____								
(d) What is the maximum amount of any one cheque allowed on one signatory only: _____								
(e) In what ways and form does money reach the employees' hands? _____								
(f) Are all monies received banked intact at the latest the following morning? YES <input type="checkbox"/> NO <input type="checkbox"/>								
(g) When and how often is the balance shown by Proposer's books reconciled with the Bank Pass Book Statement? _____								
(h) How often are cash books checked with the receipt counterfoils and vouchers by a responsible official? _____								
(i) Where employees are allowed to collect monies outside the office premises, are these accounted for daily? YES <input type="checkbox"/> NO <input type="checkbox"/>								
(j) How often are surprise cash counts done by an employee independent of the cashier? _____								
(k) Are prenumbered official receipts used as confirmation of the receipt of monies? YES <input type="checkbox"/> NO <input type="checkbox"/>								

(l) If cheque signing machines are used, what procedures operate to ensure that signatories are only applied to properly authorised cheques?	
(m) Do employees pay out money or draw cash on Proposer's banking account? If "YES", are such payments previously authorized by a senior employee and compared with supporting documents.	YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>
(n) State maximum amount of petty cash held. If not held on the "imp rest" system, how is it administered?	
IV) Systems/procedures relating to STOCKS	
(a) Nature of stocks:	
(b) How often and by whom is a physical check carried out in respect of goods?	
(1) in the custody of salesman	How often: By:
(2) in the custody of employees	How often: By:
(3) elsewhere	How often: By:
(c) Are services of a professional firm employed for stocktaking?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(d) What is the system for authorizing the purchase of goods and recording deliveries?	
(e) What is the system for authorizing the dispatch of goods and ensuring that dispatch is recorded and charged to the customer?	
V) Systems/Procedures relating to SECURITIES	
(a) How often securities are independently and physically checked with the register of securities?	
(b) List persons and their designations authorized to deal in securities	
<u>Name</u>	<u>Designation</u>
(c) Do transactions by custodian require authority of at least two authorizing officials?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(d) Are securities held in the name of :	the Company <input type="checkbox"/> a corporate nominee <input type="checkbox"/>
VI) Systems/Procedures relating to CREDIT CARD FACILITIES	
(a) If these facilities are given to employees, list persons and their designations.	
<u>Name</u>	<u>Designation</u>
(b) Are these employees allowed to use these facilities for personal expenses? If "YES", the method by which such expenses are identified and settled.	YES <input type="checkbox"/> NO <input type="checkbox"/>

(c) Person(s) responsible for verifying statements received

VII) (a) Who are the Proposer's auditors?

(b) What is the extent and frequency of the audit?

VIII) Are all persons who, as part of their normal duties, handle or are responsible for money, accounts or goods included in 2. I)? YES NO
 If "NO", state basis of selection for guarantee.

DECLARATION

I/We hereby declare that all the statements contained in this form are true, accurate and complete to the best of my/our knowledge and I/we undertake to advise Sompo Insurance Singapore Pte. Ltd. ("Sompo") of all developments in connection with any claim.

I/We acknowledge and agree (in case of corporate policy, I/we represent that I/we have obtained the consent of the individuals in relation to this policy) that Sompo may collect, use, disclose and/or process my/our personal data (in case of corporate policy, personal data of individuals in relation to this policy) in accordance with the Personal Data Protection Act 2012 for the purposes and uses described in Sompo's Privacy Policy (including the provision of protection, services related to this insurance policy, screening activities in accordance with legal/regulatory obligations/risk management procedures). This may include disclosure to Sompo's business partners, intermediaries, third party service providers and industry associations. Sompo's Privacy Policy can be found at www.sompo.com.sg

I/We consent to receive marketing and promotional information from Sompo (e.g. via email, mail, SMS, etc.). I/We understand that I/we can withdraw or manage my/our consent to receive marketing and promotional information at www.sompo.com.sg

 Company Stamp and/or Signature of Proposer

 Date

Name of Authorized Signatory:

Designation: