

## Sompo Insurance Singapore Pte. Ltd.

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## **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.

Interm	ediary's Name / Co	de:						
1. The P	roposer							
Name (ir	•							
Address:								
						R	OC:	
Descripti	on of Business:					•		
2. Gener	ral							
I) Classif	ication and number o	of employees	to be guaranteed	If space	is insuffici	ient please	use separate s	sheet
S/N	Name	NRIC	Duties	Length of Service	Salary	Comm	Allowances	Amount to be guaranteed
(II) The la	argest amount of cas	h/stocks/secu	urities handled by any one	employee:				
Cas	h: \$		Stocks:		Securiti	ies:		
<ul> <li>(III) Systems/procedures relating to CASH/CHEQUES:</li> <li>(a) Has any employee power to draw cheques on Proposer's banking account?</li> <li>YES □ NO □</li> <li>If "YES", state maximum amount of any one cheque: \$</li> </ul>								
(b) Who are authorized to sign cheques:								
` '	ى f authorized signator	-	or each cheque:					
` '	_	-	•	signatory o	nlv:			
<ul><li>(d) What is the maximum amount of any one cheque allowed on one signatory only:</li><li>(e) In what ways and form does money reach the employees' hands?</li></ul>								
(f) Are all monies received banked intact at the latest the following morning? YES $\ \square$ NO $\ \square$								
(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	e employees are allo	wed to collect	monies outside the office	premises, a	are these a	ccounted t	for daily?	
	-					′ES □	NO 🗆	
(j) How often are surprise cash counts done by an employee independent of the cashier?								
(k) Are p	renumbered official r	eceipts used	as confirmation of the rece	eipt of moni	es? Y	/ES 🛮	NO 🗆	

р		eque signing machines are used, what proced erly authorised cheques?	ures operate to ensure that signa	itories are only ap	plied to
(m)	Do If " <b>'</b>	employees pay out money or draw cash on Pr	roposer's banking account?	YES 🗆	NO 🗆
		npared with supporting documents.		YES 🛛	NO 🗆
(n) S	Stat	e maximum amount of petty cash held. If not	held on the "imp rest" system, ho	w is it administere	ed?
IV)	Sys	stems/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:	Ву:	
		(2) in the custody of employees	How often:	Ву:	
		(3) elsewhere	How often:	Ву:	
	(c)	Are services of a professional firm employed	d for stocktaking?	YES 🗆	NO 🗆
	(d)	What is the system for authorizing the purch	nase of goods and recording deliv	eries?	
	(e)	What is the system for authorizing the disparcustomer?	tch of goods and ensuring that di	spatch is recorded	d and charged to the
V)		stems/Procedures relating to SECURITIES	physically shooked with the region	tor of convition?	
	(a)	How often securities are independently and	physically checked with the regis	ter or securities?	
	(b)	List persons and their designations authorize	ed to deal in securities		
		<u>Name</u>			
				Designation	<u>on</u>
				Designation	<u>on</u>
				Designation	<u>on</u>
				Designation	<u>on</u>
				Designation	<u>on</u>
	(c)	Do transactions by custodian require author	ity of at least two authorizing offic		on NO 🗆
	(c)	Do transactions by custodian require authori	· · · · · · · · · · · · · · · · · · ·	ials? YES 🗆	NO 🗆
VI)	(d)	•	the Company	ials? YES 🗆	
VI)	(d) Sys	Are securities held in the name of :	the Company   FACILITIES	ials? YES 🗆	NO 🗆
VI)	(d) Sys	Are securities held in the name of : stems/Procedures relating to CREDIT CARD I	the Company   FACILITIES	ials? YES 🗆	NO 🗆
VI)	(d) Sys	Are securities held in the name of : stems/Procedures relating to CREDIT CARD I If these facilities are given to employees, list	the Company   FACILITIES	ials? YES □ a corporate	NO 🗆
VI)	(d) Sys	Are securities held in the name of : stems/Procedures relating to CREDIT CARD I If these facilities are given to employees, list	the Company   FACILITIES	ials? YES □ a corporate	NO 🗆
VI)	(d) Sys	Are securities held in the name of : stems/Procedures relating to CREDIT CARD I If these facilities are given to employees, list	the Company   FACILITIES	ials? YES □ a corporate	NO 🗆
VI)	(d) Sys (a)	Are securities held in the name of : stems/Procedures relating to CREDIT CARD I If these facilities are given to employees, list  Name	the Company  FACILITIES t persons and their designations.	ials? YES □ a corporate  Designatio	NO 🗆
VI)	(d) Sys (a)	Are securities held in the name of : stems/Procedures relating to CREDIT CARD I If these facilities are given to employees, list	the Company  FACILITIES t persons and their designations.  acilities for personal expenses?	ials? YES □ a corporate	NO 🗆
VI)	(d) Sys (a)	Are securities held in the name of :  stems/Procedures relating to CREDIT CARD I  If these facilities are given to employees, list  Name  Are these employees allowed to use these facilities are given to employees.	the Company  FACILITIES t persons and their designations.  acilities for personal expenses?	ials? YES □ a corporate  Designatio	NO 🗆
VI)	(d) Sys (a)	Are securities held in the name of :  stems/Procedures relating to CREDIT CARD I  If these facilities are given to employees, list  Name  Are these employees allowed to use these facilities are given to employees.	the Company  FACILITIES t persons and their designations.  acilities for personal expenses?	ials? YES □ a corporate  Designatio	NO 🗆
VI)	(d) Syst (a)	Are securities held in the name of :  stems/Procedures relating to CREDIT CARD I  If these facilities are given to employees, list  Name  Are these employees allowed to use these facilities are given to employees.	the Company  FACILITIES t persons and their designations.  acilities for personal expenses? es are identified and settled.	ials? YES □ a corporate  Designatio	NO 🗆
VI)	(d) Syst (a)	Are securities held in the name of :  stems/Procedures relating to CREDIT CARD I  If these facilities are given to employees, list  Name  Are these employees allowed to use these facilities if "YES", the method by which such expense	the Company  FACILITIES t persons and their designations.  acilities for personal expenses? es are identified and settled.	ials? YES □ a corporate  Designatio	NO 🗆

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)?
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: