



पंजीकृत कार्यालय: ओरिएण्टल हाउस, पो. नं. 7037, ए-25/27 आसफ अली रोड, नई दिल्ली-110002.
REGD. OFFICE: ORIENTAL HOUSE, P.B. NO.7037, A-25/27 Asaf Ali Road, New Delhi-110 002.

Code : Dev. Officer/Agent

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ISSUING OFFICE

FOR OFFICE USE ONLY

ACCEPTED BY	_____
DATE & TIME	_____
RATE	_____
REMARKS	_____
POLICY NO	_____
COLLN NO/SCROLL NO.	_____

PROPOSAL FORM FOR FIDELITY GUARANTEE INSURANCE (EMPLOYER)

SCOPE OF COVER

This Insurance Policy provides indemnity to Employers against any direct financial loss, including loss of goods, caused by fraud or dishonesty of employees

EXCLUSIONS

This Insurance Policy does not cover any loss :

- discovered more than 12 months after the termination either of the guarantee or of the service of the employee concerned.
- when there has been any change in the agreed system of check or accounting precautions without the Insurer's prior consent
- caused by an employee after discovery of his previous fraud or dishonesty.
- such as stock taking shortages trading losses, not caused by fraud or dishonesty.

Basis of Insurance

Named employees can be selected and guaranteed for specified amounts Employees can be guaranteed for a total amount overall or for separate amounts in respect of different categories.

THE FOREGOING IS ONLY A BROAD INDICATION OF THE COVER OFFERED FOR DETAILS PLEASE REFER TO ANY OFFICE OF THE COMPANY.

NOTE : PLEASE ANSWER EVERY QUESTION FULLY

- Name and address of the Employer
 - Description of Business
 - Since when established
- Details of Employees to be guaranteed,

Names	Duties	Since when in service	Place of Employment	Total remuneration	Amount to be guaranteed	Any other security taken
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- Is there a system to obtain reference from previous Employers? If not, specify practice followed.
- State the estimate of maximum amount held by any employee at any one time and for how long?
 - Money : Amount _____
Period _____
 - Stock : Amount _____
Period _____
- Has there been any occasion to question honesty or conduct of any person proposed for guarantee
- How often are the employees required to account for money?
 - What independent system is there to check that all sums received by employees are accounted for?

- 7. a. Do employees pay out money or draw cash from Employer's account?
- b. System of operation of Bank account and precaution taken.
- c. Whether such payments/with draws are authorised by a senior employee and compared with supporting documents?
- 8. How often the cash book is balanced, the entries checked with vouchers, Bank's Pass Book and with counterfoils of receipt books ?
- 9. How often are the Proposer's books balanced ?
- 10. a. System followed for purchase of goods and recording deliveries
- b. System followed for authorising despatch of goods and ensuring that despatch is recorded and charged to the customer
- 11. How often and by whom stock verification is done ?
- 12. System for collecting outstanding accounts
- 13. How often will statements of account be furnished by the Proposer direct to Customer ?
- 14. What's the extent and frequency of audit ?
- 15. Details of losses suffered on account of infidelity of any employees during last 5 years and steps taken to prevent recurrence
- 16. Has any company in respect of any fidelity guarantee Insurance
 - a. Declined your proposal ?
 - b. Cancelled or refused to renew policy ?
 - c. Accepted your proposal on special terms and conditions

I/We do hereby declare that the above statements and answers are true and that I/we have not withheld any information whatsoever regarding this proposal I/We agree that this Proposal and Declaration shall be the basis of the contract between me/us and Insurance Co. Ltd., whose policy for this insurance is acceptable to me/us. I/We undertake to exercise all ordinary and reasonable precautions for safety of property as if it were uninsured.

Place :

Date :

Proposer's Signature

- Note :
- 1. The Liability of the company does not commence until the proposal has been accepted and premium paid
 - 2. Premium will be quoted on application
 - 3. To obtain full indemnity, insure for adequate guarantee for each employee

Development Officer's Report

The Proposer is known to me/my Agent for _____ years and I recommend acceptance of this proposal.

Date _____ 199__

Signature of Div. Officer _____

Place _____

Name & Code No. _____

PROHIBITION OF REBATES

Section 41, of Insurance Act 1938

No person shall allow or offer to allow, either directly or indirectly as an inducement to any person to take out or renew or continue insurance in respect of any kind of risk relating to lives or property in India any rebate or the whole or part of the commission payable or any rebate, of the premium shown on the policy not shall any person taking out or renewing or continuing a policy accept rebate except such rebate as may be allowed in accordance with the published prospectus or tables of the insurer.

Any person making default in complying with the provisions of this section shall be punishable with fine which may extend to five hundred rupees.