

FIDELITY GUARANTEE PROPOSAL FORM

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DETAILS OF THE PROPOSEI	R				
Name of proposer					
Name continued					
PO Box number	Town				
Plot number	Street, Road or avenue				
Continued					
Daytime telephone contact	Code N	lumber			
The company issues four types of policies, please select the one that best suits your requirements below 1 Named (Name or 2 Position 3 Floating or position Policy Position) policy policy 4 Blanket Give total number Give annual Tshs policy					
In respect of 1, 2, or 3 complete details below in respect of names and/or positions					
Name of employee	Position	Limited guarantee Tshs			

If on Blanket or Floating basis, please list below limits in each employee category

Class A Employees	
Those who as part of their regular duties handle or have custody of money, securities or stock include all officials, management, sales, accounting and stock handlers.	
Class B Employees	
Those who do not as part of their regular duties handle or have custody of money or securities or merchandise, include in this category all clerks, outside salesmen, stenographers, typists and all other office workers.	
Class C Employees	
All other employees and wage earners who do not handle money or securities or stocks	
Total limits	
These policies do not cover losses attributed to collusion by the insured's staff. If the guarante o be extended to cover this, please state below collusion limit required.	e is
Limit per event Tshs Limit per any period of insurance	
Do you obtain references from referees/previous employers Yes No lefore any employee in your company is confirmed?	
Have you previously had claims of theft, dishonesty, fraud or Yes No embezzlement?	
f yes, give details?	
Vas the culprit(s) prosecuted?	
What is the minimum annual salary paid to an employee? Tshs	
Does your company/firm give any of the following in conditions of service?	
Salary advances Out of pocket allowance Furniture, bicycles, T.V Houses, etc	
f imprest is given to employees for travelling or for any reason, how soon are they required to account for it?	
Ooes your company have Suppliers Yes No Customers Yes No credit facilities for the following?	

If yes, give details?			
Are all employees engaged on	a permanent and pensionable basis?	Yes	No
SYSTEM OF CHECK	I		
Do persons handling cash recerecords?	eipts have access to accounting	Yes	No
Are printed receipts issued for and do they have counterfoils?	all payments, if so are they numbered?	Yes	No L
Is accounting done on a daily b	pasis? Yes No If not, h	now often?	
Are cash book entries checked	d against receipts at frequent intervals	Yes	No
Are petty cash accounts check regular intervals?	ted independently of the employee at	Yes	No
Are statements sent to all debt other than those responsible for	ors at monthly intervals by persons or the collection of cash?	Yes	No
Is a limit placed on the amount Bank?	which can be drawn or cashed at the	Yes	No
Does cheques require a counte	er-signature?	Yes	No
Are supporting vouchers mark possibility of a double payment	ted to indicate payment to avoid the t?	Yes	No
Are procedures of book-keepin records carried out by different	ng, preparation of salaries and wages employees?	Yes	No
•	al records giving details of wages and pendent check against a salary and	Yes	No
Are wage-sheets and salary re senior officer?	egisters checked and signed by a	Yes	No
What is the procedure for unclawages and salaries?	aimed		
	urities? If so, are detailed records kept checked periodically, independently their upkeep?	Yes	No
Where are such securities norm	mally kept?		
What check is made to ensure receivable income from securit			

received on time?

Do the insured operate any other checks to prevent dishonesty?	Yes		No	
Are there internal auditors? Yes No If yes, how r	many are	e there?		
Is there an internal audit manual? Yes No If yes, there?	how ma	ny are		
Is there a delegation of Financial Yes No Powers manual?				
If the company has branch network, please complete the follow	ving sec	ction:		
Is there a cashier at each branch?	Yes		No	
If so, is any other person allowed to collect or retain monies paid?	Yes		No	
Is every receipt by the cashier accompanied by an invoice which the cashier is required to keep?	Yes		No	
Are the cashiers takings checked on a daily basis?	Yes		No	
If so, by whom?				
Who prepares bank pay in slips?				
Who is responsible for paying monies into the bank?				
Who checks the bank pay in slips after banking?				
Is there a safe at each branch?	Yes		No	
If so, who is allowed to keep the keys?				
Is there an accountant at each branch?	Yes		No	
How often are branches required to report?				
If branch returns are not received within 30 days of its due date, what action is taken?				
Details of independent auditors				
Address				
Frequency of audit?				
Details of external audits carried out at branches?				
Do your auditors review your system of control and furnish written reports?	Yes		No	
If so, what action is taken?				
Are dual controls established in respect of cash?	Yes		No	

Is a permanent record of in registered mail kept	coming and outgoing	Yes	No	
Is a review of loans, etc. ma Committee?	ade by a senior officer or	Yes	No	
Are all payments made app	roved by a senior officer?	Yes	No	
Are all paid cheques returne by your bank?	ed Yes No	If so, what action is taken?		
Is there a strict policy in forblank cheques?	ce against the signing of	Yes	No	
Is the cashier allowed to ac i.e. I.O.Us or promissory no	cept staff personal cheques, otes?	Yes	No	
How often are cash and se	curities checked?			
Indicate maximum cash payroll		cate frequency ay days		
How are monies and securities protected whilst on the premises	In a safe Burglary service	Watchman service	otional cked de	 ∋sk
COVER FOR LOSS OF ST	оск			
How often and by whom ar	e independent checks made c	on		
Stock and samples held by	saleman			
Receipt book, counterfoils or receipt counterfoils or vouc				
Petty cash against voucher receipts and balances teste				
All stock, other than that he Salesmen	ld by			
State when last check carri found to be correct	ed out and			
Details of any other check s Out	system carried			
Give details of systems use sing the purchase of goods				
recording the receipts?			 	
				1

Give details of system used for the dispatch of goods and ensuring that the Dispatch is recorded and charged to the customer?			
Is stock kept physically secured in locked state authorised employees have access and recuired withdrawn from stock		Yes	No
Are goods ordered independently of counter	r staff and/or salesman?	Yes	No
Is stock kept on a perpetual inventory syste on high value lines of stock at least once ea		Yes	No
How is the receipt of goods recorded?			
What records of issue from stores are kept?			
DECLARATION			
I/We warrant that the above statements ma agree that this proposal shall be the basis of Agency. I/we agree to accept a policy in the premium when called upon to do so.	of the contract between m	e/us and Madampe	esa Insurance
Date	Signature		
Agency			