

Regd. & Head Office: GE Plaza, Airport Road, Yerawada, Pune - 411006

## FIDELITY GUARANTEE INSURANCE

### Proposal form

Important: this proposal for insurance will be the basis of any subsequent insurance policy that we issue to you. It is essential that you answer fully and accurately all of the questions contained in this proposal, and that you provide us with any and all additional information relevant to the risk to be insured or our decision as to the acceptance of the risk or the terms upon which it should be accepted. Your failure to comply with this obligation now may result in the rejection of your claim and the avoidance of your policy when a claim is made. If you are in any doubt about the information to be given, please seek the advice and guidance of your insurance advisor or agent. If there is insufficient space in this proposal for you to provide relevant information, whether as requested or otherwise, please attach a separate sheet to this proposal and return it to us.

Regional/Branch Office Code			
Broker/Agent Name		Code	

#### Proposer Details

1. Name of the Proposer				
2. Customer ID				
3. Address of the Proposer	Plot No/Door No.		Building name	
	Road			
	Area			
	City		Pincode	
	State			
	Phone No.			
	E-mail Id			
4. Business of the Proposer				
5. Since when established				

6. Have there been any reported losses (whether insured or not) due to fraud or dishonesty of employees, partners or directors during the last five years?	Yes/No. If yes please provide details (Please attach a separate sheet of paper if necessary)		
	Date	Circumstances	Amount of loss (Rs)

<p>7. Has any Insurer in respect of the risks to which this proposal relates ever</p> <p>a) declined a proposal, refused renewal or cancelled an insurance?</p> <p>b) Required an increased premium or imposed special conditions?</p> <p>If yes please provide details (Please attach a separate sheet of paper if necessary)</p>	<p>Yes/No.</p> <p>Yes/No.</p>				
<p>8. Which of the following types of cover do you require? (Please tick only one option)</p> <p>a) Cover entire workforce (please complete Question 9)</p> <p>b) Cover for selected categories of employees only (please complete Question 10)</p> <p>c) Cover for named employees only (please complete Question 11)</p> <p>d) Cover for selected categories of employees and named employees (please complete Questions 10 and 11)</p>					
<p>9. Cover for entire workforce</p>					
Category of staff	No. of employees	Estimated annual wages (Rs)	Employee Sum Insured (Rs)		
Staff with direct responsibility for money, stock, accounts or computer operations					
Other staff					
<p>10. Cover for selected categories of employees</p>					
Category of staff	No. of employees	Employee Sum Insured (Rs)			
<p>11. Cover for named employees (Please attach a separate sheet of paper if necessary)</p>					
Name	Designation	Duties	Since when, in service	Total remuneration (Rs)	Employee Sum Insured (Rs)



<p>authorised signatories and confirm that the requirement for co-signatories is followed.</p>	
<p>17.</p> <p>a) Is there a requirement of dual signatories for cheques issuance, and is such requirement met?</p> <p>b) Do the employees who receive cash and cheques in the course of their duties issue pre-numbered official receipts as confirmation of the receipt?</p> <p>c) Are all the cash and cheques received banked in daily or at the latest the next banking day? If no please specify</p> <p>d) Is there an imprest system for handling of petty cash funds? If yes, please specify the persons who are authorised to manage the petty cash funds.</p> <p>e) What is the system of operation of Bank account followed and what are the precautions taken?</p> <p>f) Whether such payments/ withdrawals are authorized by a senior employee and compared with supporting documents?</p>	<p>Yes/No</p> <p>Yes/No</p> <p>Yes/No.</p> <p>Yes/No.</p>
<p>18.</p> <p>a) How often are the bank reconciliations and check of receipt counterfoils and vouchers being carried out?</p> <p>b) Under what circumstances will your customers qualify for credit privileges?</p> <p>c) How often is the balancing and control of debtor accounts with statements sent to all debtors?</p> <p>d) Are there stocks (of any kind) kept for the conduct of your business?</p> <p>e) How often are stock-takings conducted?</p> <p>f) Please list the persons responsible for carrying out stock-taking</p>	
<p>19.</p> <p>a) Please state the maximum amount of stocks each employee can requisition at any one time? Is this ever exceeded?</p> <p>b) Is there close supervision of storage and custody of all stocks maintained?</p>	

c) Are all deliveries to and from stores properly authorised?	
20. When was the last stock audit undertaken, by whom, and what did it reveal?	
21. When was the proposer last audited, by whom, and what did the audit reveal?	

I/We hereby declare and warrant that the above statements are true and complete in all respects and that there is no other information which is relevant to my application for insurance that has not been disclosed to you. I/We agree that this proposal and the declarations shall be the basis of the contract between me/us and Bajaj Allianz and I/We agree to accept a policy, subject to the conditions prescribed by Bajaj Allianz and to pay premium on the amount estimated above at the end of each policy period. I /We undertake to exercise all ordinary and reasonable precautions for safety of the property as if it were uninsured.

I/we hereby unconditionally allow the Company to share all my / our information being collected in this proposal form or through telephone / email / web-inputs means or other means, as updated from time to time within group entities.

Place :

Date :

Signature of the Proposer

#### 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 an insurance in respect of any kind of risk relating to lives or property in India, any rebate of whole or part of the commission payable or any rebate of the premium shown on the policy, nor shall any person taking out or renewing or continuing a policy accept any rebate except such rebate as may be allowed in accordance with the published prospectuses or tables of the Insurer.

Any person making default in complying with the provisions of this section shall be liable for penalty which may extend to ten lakhs rupees.