

# Tenet Insurance Company Ltd

(A wholly owned company of Hwa Hong Corporation Limited)  
 11 Collyer Quay #09-00 The Arcade Singapore 049317 Tel: 6221 2211 Fax: 6221 3302  
 Company Registration No. 195700067Z <http://www.tenetinsurance.com>



## FIDELITY GUARANTEE INSURANCE PROPOSAL FORM

THE PROPOSER								
Name (in full) _____								
Address _____ Tel : (Off) _____ _____ (Res) _____								
Description of Business _____ Year Established _____								
GENERAL								
1. 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
2. The largest amount of cash/stocks/securities handled by any one employee:				Cash \$ _____ Stocks _____ Securities _____				
3. Systems/procedures relating to <b>CASH/CHEQUES</b>				YES <input type="checkbox"/> NO <input type="checkbox"/>				
a) Has any employee power to draw cheques on Employer's banking account?				If "YES", state maximum amount of any one cheque. \$ _____				
b) Who are authorised to sign cheques.				_____ _____ _____				
No. of authorised signatories required for each cheque.				_____				
What is the maximum amount of any one cheque allowed on one signatory only.				\$ _____				
c) In what ways and form does money reach the employees' hands?				_____				
d) Are all monies received banked intact at the latest the following morning?				YES <input type="checkbox"/> NO <input type="checkbox"/>				
e) When and how often is the balance shown by Employer's books reconciled with the Bank Pass Book Statement?				_____				
f) How often are cash books checked with the receipt counterfoils and vouchers by a responsible official?				_____				
g) Where employees are allowed to collect monies outside the office premises, are these accounted for daily?				YES <input type="checkbox"/> NO <input type="checkbox"/>				
h) How often are surprise cash counts done by an employee independent of the cashier?				_____				
i) Are prenumbered official receipts used as confirmation of the receipt of monies?				YES <input type="checkbox"/> NO <input type="checkbox"/>				

IMPORTANT NOTICE
1. <b>STATEMENT Pursuant to Section 25(5) of the Insurance Act</b> - 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 proposal is accepted.

j) If cheque signing machines are used, what procedures operate to ensure that signatories are only applied to properly authorised cheques?	
k) Do employees pay out money or draw cash on Employer's banking account?	YES <input type="checkbox"/> NO <input type="checkbox"/> If "YES", are such payments previously authorised by a senior employee and compared with supporting documents.  YES <input type="checkbox"/> NO <input type="checkbox"/>
l) State maximum amount of petty cash held. If not held on the "imprest" system, how is it administered?	
4. Systems/procedures relating to <b>STOCKS</b>	
a) Nature of stocks	
b) How often and by whom is a physical check carried out in respect of goods? (i) in the custody of salesman (ii) in the custody of employees (iii) elsewhere	How often _____ By _____ How often _____ By _____ 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 authorising the purchase of goods and recording deliveries?	
e) What is the system for authorising the despatch of goods and ensuring that despatch is recorded and charged to the customer?	
5) Systems/Procedures relating to <b>SECURITIES</b>	
a) How often are securities independently and physically checked with the register of securities?	
b) List persons and their designations authorised to deal in securities	
<u>Name</u>	<u>Designation</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
c) Do transactions by custodian require authority of at least two authorising 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"/>

6. Systems/procedures relating to <b>CREDIT CARD FACILITIES</b>	
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?	YES <input type="checkbox"/> NO <input type="checkbox"/> If "YES", the method by which such expenses are identified and settled.
c) Person(s) responsible for verifying statements received.	
7. a) Who are Employer's auditors	
b) What is the extent and frequency of the audit?	
8. Are all persons who, as part of their normal duties, handle or are responsible for money, accounts or goods included in (1)?	YES <input type="checkbox"/> NO <input type="checkbox"/> If "NO", state basis of selection for guarantee.

<b>DECLARATION</b>	
I/We hereby declare that all the statements contained in this form are true and correct to the best of my/our knowledge and I/we undertake to advise the company promptly of all developments in connection with any claim.	
_____ DATE	_____ COMPANY STAMP & SIGNATURE OF PROPOSER
Name of Contact Person:	