

askari general insurance co. ltd.,
4th Floor, AWT Plaza, The Mall, Rawalpindi Cantt.
Phone # 0519272425-7, 051-9273661
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**FIDELITY GUARANTEE
PROPOSAL FORM**

Employer's Statement in connection with Proposal to guarantee Mr.

This statement and Declaration will form the basis of the Contract between the Employer and the Company, and must therefore be fully and accurately filled up.

<u>Q U E S T I O N S</u>	<u>A N S W E R S</u>
1. Name of Employer: Address: Business:	
2. If applicant has been at any time in your employment:- (a) State for what period and in what capacity. (b) Have you always been satisfied with his honesty? (c) Have his accounts always been in good order? (d) Are his accounts correct and balance ascertained and settled to date? (e) What security had he hitherto given? (f) If none, why is it now required?	
3. (a) What is the amount of the proposed Guarantee? (b) Will any other security be held? Has application been made to any other Company for this Guarantee?	
4. (a) What Salary will the Applicant be paid? (b) Particulars of other Emoluments, if any? (c) What deduction will there be on account of bad debts or otherwise? (d) What will his net total income be per annum?	
5. Is he at present in your debt in any way?	
6. Has any person holding an similar position in your service ever been detected in any irregularity or Defalcation? If so, give particulars and state what precautions have been taken to prevent a recurrence?	
7. Are your other employees guaranteed? If so with what Company?	
8. Are you aware of any other facts which Would be Likely to affect the Company in the estimation of the risk?	

Q U E S T I O N S	A N S W E R S
<p>9. (a) In what capacity will Applicant be employed?</p> <p>(b) In what way will money be passed through his hands?</p> <p>(c) What will be the largest amount entrusted to him at any one time?</p> <p>(d) How long will he hold it?</p> <p>(e) (I) Will he have control of Postal or Revenue Stamps? If so,</p> <p>(ii) How often, and</p> <p>(iii) By what means will you check them and satisfy yourself that all monies Therefore have been duly expended?</p> <p>(f) (I) Will he be in charge of any Stock? If so,</p> <p>(ii) What is the nature and value of same, and</p> <p>(iii) How often will it be checked by an independent person?</p> <p>(g) How often will you require the Applicant to render a statement of cash received, and pay same to you or into Bank?</p> <p>(h) How often will you check his accounts?</p> <p>(i) (I) Will you require him to give receipts from a book with numbered counterfoils?</p> <p>(ii) If so, how often will these be checked? And</p> <p>(iii) By whom will they be checked?</p> <p>(j) (I) Will he be allowed to retain any balance in hand? If so, how much?</p> <p>(ii) How often will you check that he has this in his possession?</p> <p>(k) (I) Will he make payments on your behalf?</p> <p>(ii) If so, are these payments Previously authorized by You, and subsequently Checked by you?</p> <p>(iii) In what way do you control any disbursements he may make?</p> <p>(l) Will he be authorized to make Bank lodgments on your behalf?</p> <p>(m) How often and by whom is the Bank Pass Book checked?</p> <p>(n) What system do you adopt for Balancing and closing his Accounts?</p> <p>(o) How often do you send accounts direct to customers independently of Applicant?</p> <p>(p) How often do you check outstanding accounts and communicate direct with those customers who are in arrears?</p> <p>(q) Will he be allowed to retain expenses and disbursements out of money collected?</p> <p>(r) How often do you balance your books?</p> <p>(s) Is there a full and complete professional audit? If so, how often?</p>	
<p>10. Will he be allowed to engage in any other business or employment?</p>	

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ENQUIRIES TO BE ANSWERED BY EMPLOYER

- 1 (a) Name of Employer in full
(b) Business
(c) Address

- 2 a) Name of the applicant (Employee to be guaranteed) in full
(b) Nature of duties
(c) His Address:

- 3 Amount of security required:

- 4 If the Applicant has been at any time in your employment, state.

(a) For what period.
(h) Whether you have always been satisfied with his conduct and honesty.

(c) Whether his accounts has always been Correct.
(d) Why the Guarantee is now required.

- 5 Has a proposal in respect of this risk been submitted to any other Guarantee Company? If so, state name of Company and whether accepted or declined

- 6 **Is the amount mentioned the only security required or held by you? If not state what other security there is**

Please reply fully to the following questions regarding the duties of the applicant.

- (a) In what way do money reach his hands?

- (b) What are the largest sums which he will have in his (lands at any one time and for how long?

- (c) Is he allowed to pay out any amount on your behalf?
 - (d) Who authorizes these payments?
 - (e) Is he required to give printed receipts from a book with counterfoils? If so how often.
Will the counterfoils be examined and checked and by whom?
 - (f) Are moneys paid into the Bank by the Applicant? If so, how often will the Bank Book be examined and checked, and by whom?
 - (g) What balance, if any, will be allowed to keep in his hands?
 - (h) How often will you balance his Cash Accounts and how will you check their accuracy? Please explain fully.
- 7 How often are accounts sent direct to Customer Independently of Applicant.
(I) Has the Applicant charge of stock? If so how often will you check it?
8. Do you want loss of stock-in-trade to be included in the insurance ?
- 9 How often are your Account Books at the place of applicant's employment audited and by Whom?
- 10 What salary will you give the applicant and how will it be paid? Will it be subject to any deduction?
- 11 Will there be any other remuneration to him either by commission or otherwise ?
- 12 Is there any such balance at present due to you from him ?
- 13 Is he to be responsible for bad debts?
- 14 Is the premium on this guarantee to be paid by him or by you "
- 15 Do you require all your Employees in positions of trust to furnish Guarantees ?

I/We desire to be insured with the ASKARI GENERAL INSURANCE COMPANY LIMITED on terms and conditions of its Fidelity Guarantee Policy, against loss by the Forgery, Embezzlement, Larceny or Fraudulent Conversion of moneys and/or stock in trade belonging to or held in trust by me/us committed by the person named within to the extent of the amount stated, and I; We declare that above statements are true, and I/We agree that these statements referring to this Guarantee signed by me/us shall be taken as the basis of the contract between me/us and the Company.

Signature...

Dated...

No guarantee is in Force until the risk is accepted by the company and the premium is paid.

Further questions to be answered if employee has goods under his control or custody and when stock-in-trade is to be included in the Policy.

I. (a) Please state the estimated maximum value of goods which the Employee will have in his custody or control at any one time.

(b) In what manner are such goods checked Independently of the Employee?

(c) At what periods are such check undertaken and by whom ?

(d) In addition to any regular check of goods are any addition checks carried out at irregular intervals? If se, please state approximately how often and by whom.

(e) How is the receipt of goods acknowledged by the Employee ?

(f) In addition to the records kept by the Employee is on Office Records kept of all Receipts and Deliveries of Goods by the Employee? If so, please give full particulars.

(g) How often are the records kept by the Employee compared with the Office records

of the Employer (if any) ?

- (h) Are numbered Delivery Orders with Counter-foils used ?
- (i) By whom are Delivery Orders made out and by whom are they signed ?
- (j) Is a Delivery Book and Stock Book kept by the Employee ?
- (k) Is the Employee responsible for undertaking the delivery of goods ? If so, please give details of the arrangement.

EMPLOYER