

Proposal  
Form

Allianz Insurance plc www.allianz.co.uk

# Fidelity Guarantee Insurance Proposal

Please use **BLOCK LETTERS** and tick boxes where appropriate

## Client Details

Cover does not attach until this proposal has been accepted by Allianz Insurance plc. Please supply the following details.  
If you do not have enough room please use a separate piece of paper.

Full Name of Employer

Company Registration No. (if applicable)

Address  Postcode

Telephone No.  Year Established

Full Business Description/Activities

Names and Activities of all Subsidiary Companies to be included

Please answer all of the following questions.

**Important:** This form should only be completed and signed by a senior executive, official, director or partner authorised to sign on behalf of the Proposer.

1 State the total number of employees and estimated waggeroll for the financial year most concurrent with the period of insurance in the following categories:

	No.of Employees	Estimated Wageroll
a Managers, Directors and Executives	<input type="text"/>	£ <input type="text"/>
b Travellers, Collectors and Salesmen	<input type="text"/>	£ <input type="text"/>
c Drivers	<input type="text"/>	£ <input type="text"/>
d Other employees having responsibility (directly or indirectly) for money, securities, stock or accounts	<input type="text"/>	£ <input type="text"/>
e All other employees	<input type="text"/>	£ <input type="text"/>

2 State estimated annual turnover

£

3 What is the total number of premises occupied by your employees?

4 Have you previously applied for, or are you currently applying for Fidelity Guarantee (Theft By Employee) insurance from another insurer?

Yes  No

If 'Yes', has any insurer refused terms or applied special conditions or restrictions?

Yes  No

Insurer/Details

Date Application made

Allianz 

## General

- 1** Have any claims previously occurred or has there been occasion to doubt the honesty of any employee? Yes  No   
If 'Yes', please provide date(s), circumstances, amount involved, how it was discovered and steps taken to prevent a recurrence
- 2** Do you have a documented policy on Security within your organisation? Yes  No   
**a** Does it comply with BS7799 or ISO 27001:2005? Yes  No   
**b** Does it include computer security? Yes  No   
**c** Has a director or senior member of staff been given responsibility to enforce and review this? Yes  No   
**d** Are all staff made aware of it? Yes  No   
**e** Are all employees made aware of the person to whom they should report the discovery of a possible loss or activities which may lead to a loss? Yes  No   
**f** Please enclose a copy with this proposal form – enclosed Yes  No
- 3** Do any employees to be insured reside or work outside Great Britain, Northern Ireland, the Channel Islands and the Isle of Man? Yes  No   
If 'Yes', please provide full details
- 4** Are all employees to be covered who have responsibility for stock control, wage or accounting functions required to take 14 consecutive days holiday per annum? Yes  No
- 5** **a** Do professional auditors audit your accounts at least once every 12 months? Yes  No   
**b** Do they audit all locations? Yes  No   
**c** Name and address of your auditors
- d** Do you have an internal audit team? Yes  No   
(If 'Yes', you now need to complete Appendix 1 – Internal Audit)
- 6** Do you always obtain satisfactory written references direct from former employers covering the three years immediately preceding the engagement of any employees responsible for money, goods, accounts, computer operations or computer programming? Yes  No
- 7** Has any insurer ever
- a** declined to insure you or to renew any of your insurance policies Yes  No   
**b** cancelled any of your insurance policies Yes  No   
**c** avoided any of your insurance policies for non-disclosure or misrepresentation of any material fact Yes  No   
**d** refused to pay a claim or restricted cover as a result of a breach or any policy term or condition, or risk improvement requirements Yes  No   
**e** imposed special terms or conditions Yes  No

If 'Yes' to any of the above, please provide full details

## General (continued)

8 Within the last 10 years have you or any director or partner traded under a different name?

Yes

No

If 'Yes', please provide full details

9 Is there any additional information or detail which may assist us in assessing the nature of the insurance risk being proposed, and which may influence our decision to accept this insurance, or in setting the terms and premium?

Yes

No

Examples of such information are:

- a any special or unusual facts relating to your insurance risk
- b any particular concerns which led to you seeking insurance cover
- c anything that would generally be understood to provide a fair description of your insurance risk, taking account of the nature of your business and the activity undertaken at your premises or elsewhere

If 'Yes', please provide full details

10 Have you or any partner, director, or any other person responsible for managing the business, either personally or in any business capacity:

a ever been convicted of or charged (but not yet tried) with any criminal offence other than road traffic offences?

Yes

No

b received an official caution for a criminal offence within the last three years other than a (road traffic) motoring offence?

Yes

No

c ever been declared bankrupt or entered into an individual voluntary arrangement, or if a company, gone into liquidation, administration, receivership, administrative receivership, or entered into a company voluntary arrangement or creditors scheme of arrangement?

Yes

No

d ever been a director or partner of a company that went into liquidation, administration, receivership, administrative receivership, or entered into a company voluntary arrangement, or a creditors scheme of arrangement or was dissolved?

Yes

No

e ever been prosecuted for a breach of any statute relating to health or safety of employees or others? ever been prosecuted for a breach of any statute relating to health or safety of employees or others?

Yes

No

f ever been served with a Prohibition Notice under the Health and Safety at Work etc. Act 1974 and associated regulations?

Yes

No

g ever been prosecuted for failure to comply with any environmental protection legislation?

Yes

No

h ever been the subject of a recovery action by HM Revenue and Customs?

Yes

No

i ever been the subject of a County Court or High Court judgment?

Yes

No

j ever been a director of a company that has received a County Court or High Court judgment against it?

Yes

No

k ever been disqualified under the Company Directors Disqualification Act 1986 or any subsequent legislation from holding office as a director of a company?

Yes

No

If 'Yes' to any of the above, please provide full details

### Important Notes:

- 1 Where the employer is unable to comply with the reference requirements for any employee Allianz Insurance plc must be advised. Cover will only operate when all references have been obtained covering the requisite period and are satisfactory.
- 2 References are to be retained for the duration of an employee's service with the employer plus two years thereafter. These may be requested by Allianz Insurance plc in the event of a claim.

## Cover Options (see prospectus for details)

Please complete:

**Section A for a Blanket Policy** Covers all employees.

or

**Section B for a Specified Names or Positions Policy.** Covers specified employees or specified positions within the company.

### A Blanket Policy

State amount of Guarantee required:

**a** Any one loss

£

**b** In aggregate during any one period of insurance

£

### B Specified Policy (A limit any one loss will apply to all employees selected for cover)

Please complete i or ii

**i** Specified Employees

Name of Employee

Position of Employee

Length of Service

Name of Employee	Position of Employee	Length of Service

Name of Employee	Position of Employee	Length of Service

Name of Employee	Position of Employee	Length of Service

Limit any one loss

£

**ii** Category of Employee

Category of Employee or Department

Number of Employees

Total Wages £

Category of Employee or Department	Number of Employees	Total Wages £

Category of Employee or Department	Number of Employees	Total Wages £

Category of Employee or Department	Number of Employees	Total Wages £

Limit any one loss

£

Please state aggregate required during any one period of insurance if different from the any one loss limit noted in either i or ii above

£

### For A or B

Is a voluntary excess required?

Yes

No

If Yes, please state amount £

# System of Check

## Important Note:

The terms of this insurance require that the System of Check in this proposal and any other precautions declared or required by us must remain fully operative during the currency of the policy.

- 1** Have you appointed a competent person to exercise control over Accounts and cash Yes  No   
Please confirm what qualifications they have and how long they have been in control of those areas?
- 2 a** Are employees receiving monies required to bank daily? Yes  No   
**b** Are employees required to account for monies received at least:  
**i** weekly if Travellers/Collectors? Yes  No   
**ii** monthly – all other employees? Yes  No
- 3** Is cash in hand including petty cash and unpaid wages, checked independently of the employees responsible at least monthly and additionally, without warning, at least every six months? Yes  No
- 4** Are bank statements, receipt counterfoils and supporting documents checked at least monthly against the cash book entries and the balance tested with cash and unrepresented cheques, independently of the employees making cash book entries or paying into the bank? Yes  No
- 5 a** Are all cheques  
**i** prepared independently of employees who authorise cheques and signatories? Yes  No   
**ii** authorised by employees independently of those who prepare or sign cheques? Yes  No   
**iii** signed by employees independently of those who prepare cheques or authorise cheques? Yes  No   
**b** When cheques are being signed does each signatory examine supporting documents? Yes  No   
**c** Do all cheques drawn for more than £10,000 require two signatories? Yes  No
- 6** Are statements of account sent to customers direct by post independently of employees in a position to receive payment of an account at least monthly? Yes  No
- 7** Will all wages and salaries be checked against wage lists and wage figures independently of persons who prepare the wages? Yes  No
- 8** Do you allow employees to handle monies or goods other than in the normal course of your Business (e.g. holiday club money) and are these to be covered by the Policy? Yes  No

If 'Yes', please provide particulars indicating what steps are taken to ensure that they are properly accounted for.

## System of Check (continued)

- 9 a** Does any employee have
- i** the power to operate your Bank Account? Yes  No   
If 'Yes', what is the maximum authorised transaction amount on the sole authority of one employee? £
- ii** direct control over your or your clients investments, securities or stocks? Yes  No
- b** Do you operate an Electronic Funds Transfer system? Yes  No   
(If 'Yes', you now need to complete Appendix 2 – Funds Transfer)
- c** Are clients monies held in separate accounts from that of the business accounts? Yes  No
- 10 a** Will all stock including completed goods and returned goods be physically checked independently of the employees normally responsible for it, at least six monthly, with any discrepancies investigated? Yes  No
- b** Do you additionally carry out "spot check" audits without warning? Yes  No

If so how often?

- 11** Do you hold stocks of high value materials or goods? Yes  No   
(e.g. non-ferrous or precious metals, exercise stocks)

If 'Yes', please indicate

**1** Nature of goods

**2** Maximum value £

**3** Special security precautions taken against theft by employees

- 12** Are different employees acting independently responsible for:
- a** ordering goods? Yes  No
- a** recording receipt of goods? Yes  No
- a** authorising payment for goods? Yes  No

- 13** Is the appointment of suppliers carried out through the use of a formal tendering procedure? Yes  No

If 'No', please provide details

# Computer Security

- 1** Are any Wage, Accounts or Stock Control functions computerised? Yes  No
- Note: If 'No', please move on to the next page.
- 2 a** Is physical access to rooms containing computer terminals restricted to authorised staff? Yes  No
- b** Is computer media (discs, tapes, etc.) securely stored in locked cabinets when not in use by authorised staff? Yes  No
- c** Can your systems be accessed from terminals outside your premises? Yes  No
- 3** Has your computer security been vetted by a professional computer company or computer security personnel of your auditor? Yes  No
- 4** Did they make any recommendations? Yes  No
- If 'Yes', have they been fully complied with? Yes  No
- 5 a** Do employees with access to the computer system need a secure, individual password to access the system? Yes  No
- b** Are users forced by the system to change passwords upon expiry, at least once every six months? Yes  No
- c** Is password access deleted or invalidated immediately an employee leaves your employment? Yes  No
- d** Is computer data backed up daily and stored securely off site? Yes  No
- 6** Do you employ your own computer personnel? Yes  No
- 7 a** Do you use any computer programs that have been written or obtained from anyone other than third party specialist computer companies? Yes  No
- If 'Yes', please specify
- 
- b** Is it possible for a person to write and/or run a program in respect of stock control wages or accounts in an uncontrolled manner? Yes  No
- 8** Can your computer staff access or interfere with your wage, accounts or stock control records? Yes  No
- 9** Are you aware of any wrongful interference by employees or otherwise with your computer systems? Yes  No
- If 'Yes', would the interference have resulted in a loss if undetected? Yes  No
- Please provide details
- 
- 10** Do you have a "computer trail" audit? (i.e. Do you audit access to your system to ensure users are only accessing those areas of the system they are authorised to and that all access is by authorised users only) Yes  No

## Important Information – Your Duty To Make A Fair Presentation Of The Risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your Policy. This means that you must tell us about all facts and circumstances which may be material to the risks covered by your Policy in a clear and accessible manner or give us sufficient information to alert us of the need to make enquiries about such facts or circumstances.

Material facts are those which are likely to influence us in the acceptance of or assessment of the terms or pricing of your Policy. If you are in any doubt as to whether a fact is material, you should tell us about it.

If you fail to make a fair presentation of the risk, we may avoid your Policy (that is treat it as if it had not existed) and refuse to pay any claims where any failure to make a fair presentation is:

- a** deliberate or reckless; or
- b** of such other nature that, if you had told us about a material fact or circumstance, we would not have issued, renewed or varied your Policy.

In all other cases, if you fail to make a fair presentation of the risk, we will not avoid your Policy but we may instead:

- a** reduce proportionately the amount paid or payable on any claim, the proportion for which we are liable being calculated by comparing the premium actually charged as a percentage of the premium which we would have charged had you made a fair presentation (e.g. if we would have charged you double the premium, we will only pay half the amount of any claims under your Policy); and/or
- b** treat your Policy as if it had included such additional terms as we would have imposed had you told us about a material fact or circumstance. Payment of any claim you make will be subject to the application of any such additional terms.

For these reasons it is important that you check all of the facts, statements and information set out in your Commercial Select Proposal Form or in any other information provided are complete and accurate. You must also make reasonable enquiries to check with anyone you employ in your business that the facts and statements set out in your Commercial Select Proposal Form or in any other information provided are complete and accurate and that there are no other material facts which you need to disclose.

**IF ANY OF THE FACTS, STATEMENTS AND INFORMATION SET OUT IN YOUR COMMERCIAL SELECT PROPOSAL FORM, RISK PRESENTATION OR ANY ADDITIONAL INFORMATION PROVIDED ARE INCOMPLETE OR INACCURATE, YOU OR YOUR INSURANCE ADVISER MUST CONTACT US IMMEDIATELY. FAILURE TO DO SO COULD INVALIDATE YOUR POLICY OR LEAD TO A CLAIM NOT BEING PAID OR NOT BEING PAID IN FULL.**

## Declaration

I/We declare that:

- 1** I/We have read this proposal and understand that I/we are under a duty to make a fair presentation of the risk and that failure to do so could result in my/our policy being invalidated and/or a claim not being paid or not being paid in full.
- 2** the facts, statements and information contained within this proposal, whether provided by me/us or by others on my/our behalf, are true and complete.
- 3** the facts, statements and information which are not contained within this proposal but which have been provided to Allianz separately by me/us or by others on my/our behalf are true and complete.
- 4** I/We have declared all material facts and circumstances which may affect the risk being accepted by Allianz under this policy even if Allianz has not asked me/us any questions about such facts.
- 5** I/We have made all reasonable enquiries of any employed by me/us to ensure that all facts, statements and information provided to Allianz are accurate and correct.
- 6** I/We agree to accept Allianz's standard form of policy for this/these class/classes of insurance. A specimen copy of the policy is available on request.
- 7** I/We understand that Allianz Insurance plc and/or Allianz Legal Protection reserve the right to decline any proposal.
- 8** I/We have read the Data Protection statement contained within this proposal and consent to data being used for the purposes specified.

Authorised Signature

Date

Position/Title

Print Name



## Data Protection

Allianz Insurance plc together with other companies within the Allianz SE group of companies ("Allianz Group") may use the personal and business details you have provided or which are supplied by third parties including any details of directors, officers, partners and employees (whose consent you must obtain) to:

- provide you with a quotation, deal with the associated administration of your policy and to handle claims;
- search credit reference, credit scoring and fraud agencies who may keep a record of the search;
- share with other insurance organisations to help offset risks, administer your policy, for statistical analysis, and to handle claims and prevent fraud;
- support the development of our business by including your details in customer surveys, for market research and business reviews which may be carried out by third parties acting on our behalf.

Allianz Group may need to collect and process data relating to individuals who may benefit from the policy ("Insured Persons"), which under the Data Protection Act is defined as sensitive (such as medical history of Insured Persons) for the purpose of evaluating the risk and/or administering claims which may occur. You must ensure that you have explicit verbal or written consent from the Insured Persons to such information being processed by Allianz Group and that this fact is made known to the Insured Persons.

If your policy provides Employers Liability cover information relating to your insurance policy will be provided to the Employers Liability Tracing Office (the "ELTO") and added to an electronic database, (the "Database") in a format set out by the Employer's Liability Insurance: Disclosure by Insurers Instrument 2010.

The Database assists individual consumer claimants who have suffered an employment related injury or disease arising out of their course of employment in the UK whilst working for employers carrying on, or who carried on, business in the UK and as a result are covered by the employers' liability insurance of their employers, (the "Claimants"):

- i to identify which insurer (or insurers) was (or were) providing employers' liability cover during the relevant periods of employment; and
- ii to identify the relevant employers' liability insurance policies.

The Database and the data stored on it may be accessed and used by the Claimants, their appointed representatives, insurers with potential liability for UK commercial lines employers' liability insurance cover and any other persons or entities permitted by law.

The Database will be managed by the ELTO and further information can be found on the ELTO website [www.elto.org.uk](http://www.elto.org.uk)

Telephone calls may be recorded for our mutual protection, training and monitoring purposes.

Under the Data Protection Act 1998 individuals are entitled to request a copy of all the personal information Allianz Insurance plc holds about them. Please contact the Customer Satisfaction Manager, Allianz Insurance plc, 57 Ladymead, Guildford, Surrey, GU1 1DB.

Personal details may be transferred to countries outside the EEA. They will at all times be held securely and handled with the utmost care in accordance with all principles of English law.

By applying for and/or entering into this insurance policy you will be deemed to specifically consent to the use of your data and your insurance policy data in this way and for these purposes and that your directors, officers, partners, and employees have consented to our using their details in this way.

## Appendix 1 – Internal Audit

Where there is an internal audit department:

- a How many people are employed in the internal audit department?
- b How often are full internal audits made?
- c Are surprise audits regularly conducted? Yes  No
- d Are all premises audited? Yes  No
- e What is the maximum length of time between audits for an area or location of the business?
- f Is there an "audit and control" procedures manual? Yes  No
- g Are internal controls reviewed by external auditors? Yes  No
- If 'Yes', are any recommendations brought to the attention of management and complied with? Yes  No

## Appendix 2 – Funds Transfer

Please answer the following (but only if directed to by instructions within the main proposal form):

- 1 Estimated annual value of funds transferred: £  Maximum amount £
- How many fund transfers take place on average per month?
- 2 a Are computers used to handle fund transfers? Yes  No
- b If no, what methods are used?
- If 'Yes', to a) please attach a copy of the procedures followed - attached Yes  No
- 3 Do you use a Cash Management System? Yes  No
- If 'Yes', please answer the following questions
- a Name of Service Bank and system
- b Do you comply with all terms and conditions contained in the agreement with the Service Bank? Yes  No
- c Is the system used for:
- i Balance reporting? Yes  No
- ii Funds transfer instructions to own party accounts? Yes  No
- iii Funds transfer instructions to third party accounts? Yes  No
- iv Other? If 'Yes', please specify below
- d Does the system impose limits on the amounts/values of instructions? Yes  No
- If 'Yes', please describe
- e Within your organisation are there written procedures regarding the control and usage of the system? Yes  No

## Appendix 2 – Funds Transfer (continued)

**f** Are cash management system transaction statements received from the Service Bank verified by the end of the next business day following receipt?

Yes

No

If 'No, when are they verified?

**4** With regard to funds transfer (whether through a Cash Management System or not) please provide the following:

**a** In respect of funds transfer applications do you input instructions in:

**i** Fixed/pre-format?

Yes

No

If 'Yes', describe procedures for setting up and amending authorities

**ii** Free-format?

Yes

No

**b** Do the bank acknowledge transfers?

Yes

No

If 'Yes', describe by what means

**c** Who approves transfers

and is dual authorisation required?

Yes

No

If 'Yes', for over what amount?

**d** Are the details of such transactions entered by someone who is not permitted to authorise transfers?

Yes

No

**e** How many persons are required to release an electronic funds transfer instruction?

**f** Do the terminals used feature a lock-out mechanism that denies access after a certain number of failed access attempts and logs the incident on an audit or supervisory report?

Yes

No

**g** Are all transactions audited?

Yes

No

If 'Yes', by whom and how often?