

**FIDELITY GURANTEEE INSURANCE PROPOSAL – FOR PERMANENT EMPLOYEES ONLY**

1. Name of Proposer (Employer): .....
2. 2.1 Business Registration No. : ..... 2.2 VAT No. : .....
3. Postal Address : .....
4. Contact Number: Telephone: ..... Facsimile : .....
5. Description of Business, Trade of Occupation: .....
6. How long have you been in this business: .....
7. Period of Cover required: From: ..... To: .....
8. Type of cover required :  
8.1 On named basis

Name of Employee	Date Joined	Nature of Duties	Salary (Rs.)	Cash Security furnished	Limit of Indemnity
1.....	.....	.....	.....	Rs. ....	Rs. ....
2.....	.....	.....	.....	Rs. ....	Rs. ....
3.....	.....	.....	.....	Rs. ....	Rs. ....
4.....	.....	.....	.....	Rs. ....	Rs. ....
5.....	.....	.....	.....	Rs. ....	Rs. ....

8.2 On position (unnamed) basis

Category	No. of Employee	Amount of Indemnity Per Employee
A. Sales Personnel (Including Travellers)		Rs. ....
B. Accountant, Cashiers and Office Staff		Rs. ....
C. Warehouse Managers, Stock Controllers, Supervisors and Store Keepers (not handling cash)		Rs. ....
D. Any category not included above (Please name category)		Rs. ....

8.3 On floater basis

Category	No. of Employee	Limit of Indemnity	
		Per Event	Per Annum
a.....	.....	Rs. ....	Rs. ....
b.....	.....	Rs. ....	Rs. ....
c.....	.....	Rs. ....	Rs. ....
d.....	.....	Rs. ....	Rs. ....

09. Are all monies received, banked by the following working day? .....
10. How often are bank reconciliation statements prepared? .....
11. How often are cash books checked with the receipt counterfoils and vouchers by a responsible official?  
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12. Are duties of employees segregated in such a manner that no one individual can control any single transaction from commencement to completion? ☐ Yes ☐ No  
If 'No', please explain: .....
13. Are passwords used to permit varying levels of entry to the computer systems depending on the need and authorizations of the use? ☐ Yes ☐ No  
If 'No', why? .....
14. Are password regularly changed? ☐ Yes ☐ No
15. Auditors
- 15.1 Names of External Auditors: .....
- 15.2 Names of Internal Auditors: .....
- 15.3 Do they audit all operations? ☐ Yes ☐ No  
If 'No', why? .....
- 15.4 Have any recommendations been made about internal system? ☐ Yes ☐ No  
If 'Yes', please describe:.....
- 15.5 Do they audit computer records in storage? ☐ Yes ☐ No  
If 'No', why? .....
16. Has any Insurer in respect of any Fidelity Guarantee Cover for you, declined, discontinued or required special terms? ☐ Yes ☐ No  
If 'Yes', please give details:.....
- 17.1 Have you suffered any loss during the past 5 years through the dishonesty of any of your employees ? If 'Yes' please describe the name of the employee, amount of the loss, date of loss and steps taken to prevent recurrence: ..... ☐ Yes ☐ No
- 17.2 Has the Proposer ever made a claim under any Fidelity Guarantee Policy? ☐ Yes ☐ No  
If 'Yes', please give details:.....

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### **Declaration**

- I/We wish to insure with People's Insurance PLC. (Company) in the usual form for this class of insurance.
- I/We agree that immediate notice will be given to the Company of any alteration in the circumstances described herein.
- I/We declare that to the best of my/our knowledge and belief the information given is true in every respect and if such statements are in the writing of another person, he / she acted as my / our agent for such purpose.
- I/We agree that this proposal and declaration shall be the basis of the contract between me/us and the company.
- I/We understand and agree that the proposal will be effective only if the Company has accepted it.
- I / We understand and agree that the Policy is subject to the Premium Warranty Clause
- I/We hereby agree to be bound by the Privacy Policy of People's Insurance PLC, accessible at <https://peoplesinsurance.lk/privacy-policy/> . If you need a hardcopy of the Privacy Policy of People's Insurance PLC, please call 0112-206306 or email pilassist@peoplesinsurance.lk
- I/We agree to promptly notify the Company of any alterations or changes to the information provided herein.

**Date:**.....

**Proposer's Signature:**.....

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**Business Channel** |

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