

IMPORTANT NOTICE

STATEMENT PURSUANT TO SECTION 16(4) OF THE INSURANCE ACT 1963

You are to disclose in this Proposal Form, fully and faithfully, all the facts which you know or ought to know, otherwise the Policy issued hereunder may be void.

重要通告

據一九六三年保險法令第十六條(四)項規定此投保書必須誠意照實情填確屬完整無缺, 否則本公司發給之保單將被作廢。

FIDELITY GUARANTEE PROPOSAL FORM - EMPLOYER'S FORM

BRANCH

Replacing/Cancelling Previous/Policy No.

AGENT

EMPLOYER'S NAME IN FULL

PLEASE USE BLOCK LETTERS

..... Tel. No.....

ADDRESS

TRADE OR BUSINESS

PERIOD OF INSURANCE-FROMTO

1. State the following particulars of person to be guaranteed:-

Christian Names

Surname

Address

In what capacity or office is the person to be guaranteed employed?

State the amount of guarantee required

MR

2. State the age of person to be guaranteed

3. Have you ever employed him before? If so, state:-

- (a) between what dates
- (b) why he left
- (c) whether security was then required ...
- (d) if security not previously given why it is required now
- (e) whether you have always been satisfied with his conduct

- (a)
- (b)
- (c)
- (d)
- (e)

- 4. (a) What salary will be paid?
- (b) State rate of commission, if any
- (c) Will travelling expenses be allowed to him if his employment involves such outlay? ...
- (d) Will his salary be subject to any deductions? If so, give details

- (a)
- (b)
- (c)
- (d)

5. Have you applied to any other Insurer for this guarantee? If so, give particulars

6. Is this the only security required? If not, give details of any other security

7. By whom will the premium for the proposed guarantee be paid?

8. Has any person in your service ever been in default? If so, give particulars

9.	What is the largest amount of money he will be entrusted with at any one time and for how long? ...	
10.	(a) How often is he required to make a statement of cash he receives? ... (b) How often does he pay the cash in to you? (c) To whom and where does he pay in the cash collected? ... (d) If cash is paid into a bank by him how often is the bank pass book checked with the cash book by a person other than the person guaranteed? ... (e) Does he give receipts from a receipt book? If so, how often are the counterfoils of the book checked with the bank pass book? ...	(a) (b) (c) (d) (e)
11.	Do you send accounts direct to customers without reference to him? ... If so, what period of credit do you give before sending out the first account? ...	
12.	Do you write direct to customers who have not paid or who have only partly paid their account? If so, state fully the action taken and the length of time allowed to elapse before each step is taken from the time of issue of the first account.	
13.	Is he in charge of any monies? If so, give details and state (a) How often payments are checked against vouchers (b) Whether the balance in hand is tested by inspection, if so, by whom? ...	(a) (b)
14.	Has he power o draw upon the banking account? If so, to what extent and how do you check his drawings? ...	
15.	Is he in charge of any stock? If so, state nature, value and how often checked and by whom ...	
16.	(a) How often do you balance your books? ... (b) When do you have a professional audit? ...	(a) (b)

DECLARATION BY PROPOSER

"I/We to the best of my/our knowledge hereby confirm that the statements contained in this proposal form are true and correct and I/We have not concealed, mis-represented or mis-stated any material fact.

I/We agree that the statements and declaration contained in this proposal form shall be the basis of the contract of insurance with the Company and are deemed to be incorporated in the contract.

Date

Proposer's Signature

SPECIAL NOTIFICATION/PEMBERITAHU KHAS

The proposer is hereby notified that the company has appointed agents/representatives who have the authority to solicit or negotiate contracts of insurance on behalf of the company. All authorised agents/representatives are issued with authorisation cards.

Pencadang dengan ini diberitahu bahawa Syarikat ini telah melantik ejen-ejen/wakil-wakil yang mempunyai kuasa untuk mengurusniaga atau menguruskan kontrak-kontrak insuran bagi pihak Syarikat ini.

Semua ejen-ejen/wakil-wakil yang diberi kuasa adalah dibekalkan dengan Kad-Kad Kuasa.