



# INTRA AFRICA ASSURANCE COMPANY LIMITED

(Incorporated in Kenya)

## HEAD OFFICE

Williamson House, 3<sup>rd</sup> floor, 4th Ngong Avenue, P.O. Box 43241-00100, Nairobi, Kenya.

Tel:2712607/8/9/10/11, Fax:254-020-2712612,2723288

Email:[info@intraafrica.co.ke](mailto:info@intraafrica.co.ke)

[www.intraafrica.co.ke](http://www.intraafrica.co.ke)

## BRANCH OFFICE

Centre Point House,2nd floor, Parklands Road, P.O. Box 49884-00100, Nairobi, Kenya.

Tel: 020 3743991/955, Fax 020 3743460

E-mail [centrepnt@intraafrica.co.ke](mailto:centrepnt@intraafrica.co.ke)

### FIDELITY GUARANTEE INSURANCE PROPOSAL FORM.

Agency name: \_\_\_\_\_

#### 1. SECTION 1: BUSINESS DETAILS

A. Full name of proposer \_\_\_\_\_

B. Pin number(please attach copy): \_\_\_\_\_

C. Certificate of Registration/Incorporation/ID/Passport  
(Please Attach copy) \_\_\_\_\_

#### D. Contact Details:

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Postal: \_\_\_\_\_ Code: \_\_\_\_\_ Town/City: \_\_\_\_\_

Web: \_\_\_\_\_ Fax: \_\_\_\_\_ Tel: \_\_\_\_\_

Occupation: \_\_\_\_\_ Year when established: \_\_\_\_\_

Period of Insurance: From: \_\_\_\_\_ To: \_\_\_\_\_

#### 2. Details of Employees to be guaranteed:

Name	Duties	Time in service	Place of employment	Total remuneration	amount to guarantee	Any other security taken

3. Is there a system to obtain references from previous Employers? \_\_\_\_\_ Yes/No

4. State the estimate of maximum amount held by any employee at any time and for how long? \_\_\_\_\_

Money	Stock
Amount: _____	Amount: _____
Period: _____	Period: _____

5. Has there been any occasion to question honesty or conduct of any person proposed for guarantee? \_\_\_\_\_

\_\_\_\_\_

6. A). How often are the Employees required to account for money? \_\_\_\_\_  
 B). What independent system is there to check that all sums received by employees are accounted for? \_\_\_\_\_  
 \_\_\_\_\_
7. A). Do employees pay out money or draw cash from employer's account? \_\_\_\_\_  
 B). System of operation of Bank Account and precautions taken? \_\_\_\_\_  
 C). Whether such payments/withdrawals are authorized by a senior employee and compared with supporting documents? \_\_\_\_\_
8. A). How often the cash book is balanced, the entries checked with vouchers and Bank's pass book and with counterfoils of receipt books? \_\_\_\_\_
9. How often are the proposer's books balanced? \_\_\_\_\_
10. A). System followed for purchase of goods and recovering deliveries: \_\_\_\_\_  
 B). System followed for authorizing dispatch of goods and ensuring that dispatch is recorded and charged to the customer: \_\_\_\_\_
11. How often and by whom stock verification is done? \_\_\_\_\_
12. System for collecting outstanding accounts? \_\_\_\_\_
13. How often will statements of account be furnished by the proposer direct to customers? \_\_\_\_\_
14. What will be the extent and frequency of audit? \_\_\_\_\_
15. Details of losses suffered on account of infidelity of any employees during last 5 years and steps taken to prevent recurrence: \_\_\_\_\_
16. Has any of your employees been dismissed in the last 12 months? \_\_\_\_\_ Yes/No  
 If Yes, please give details: \_\_\_\_\_
17. Do you have a current policy? \_\_\_\_\_ Yes/No  
 If Yes, please give details: \_\_\_\_\_
18. Has any Company in respect of any infidelity guarantee insurance:
  - i. Declined your proposal? \_\_\_\_\_ Yes/No
  - ii. Cancelled or refused to renew policy? \_\_\_\_\_ Yes/No
  - iii. Accepted your proposal on special terms and conditions? \_\_\_\_\_ Yes/No

**Declaration:**

I/We hereby declare that the above statements and answers are true and that I/We have not withheld any information whatsoever regarding this proposal. I/We agree that this proposal and declaration shall form the basis of the contract between me/us and Intra Africa Assurance Company Ltd., whose policy for this insurance is acceptable to me/us. I/We undertake to exercise all ordinary and reasonable precautions as if I/We were insured.

Proposer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** To obtain full indemnity, insure for adequate guarantee for each employee.