

THE PROPOSER IS OBLIGED TO REVEAL ANY MATERIAL FACT IN RESPECT OF THE PROPOSER AND ALL SUBSIDIARIES OR INFORMATION WHICH MIGHT AFFECT THE JUDGEMENT OF THE UNDERWRITER IN DECIDING WHETHER TO ACCEPT THE PROPOSAL OR TO IMPOSE SPECIAL CONDITIONS.

## SECTION 1 – PARTICULARS OF THE PROPOSER

1.1 Name of Proposer including ALL branches, subsidiaries and associated companies for which cover is requested

1.2 Physical Address

1.3 VAT Number

1.4 Contact Number

1.5 Email Address/Company Website

IT IS ADVISABLE TO INSURE INDEPENDENTLY OPERATING BRANCHES OR SUBSIDIARY COMPANIES WHICH ARE REMOVED FROM THE DIRECT CONTROL OF HEAD OFFICE UNDER A SEPARATE POLICY.

1.6 Annual Turnover/Gross Revenue:

Past Year:

Estimation for Current Year:

1.7 Describe ALL business activities

1.8 Are any of your branches based outside the borders of South Africa? YES, give particulars

## SECTION 2 – EMPLOYEES

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### 2.1 State the number of employees in each of the following categories

*(If employees fall into more than one category they should be included once only) Contracted employees supplied by third parties, such as security guards or temporary staff, may be covered under the Policy, but must be declared below)*

CATEGORY	NUMBER
Executive management/Management	
Accounts/Financial (with access to money/ securities)	
Accounts/Financial (with access to money/ securities)	
Stock and Warehousing	
Blue collar workers	
Other (Specify)	
TOTAL	

### 2.2 Is the number of employees likely to change materially in the next 12 months?

YES  NO  *If YES, please provide details*

### 2.3 Are criminal and credit checks performed on ALL new employees?

YES  NO  *If NO, please provide details*

### 2.4 Have any of your employees been dismissed for any fraudulent activities/dishonesty during the last 12 months involving an amount of more than R100 000?

YES  NO  *If YES, please give details for each dismissal*

### 2.5 Do you have an enforced leave policy?

YES  NO

## SECTION 3 – ACCOUNTS (CASH, EFT'S AND CHEQUES)

3.1 Do you deposit cash and cheques daily? YES NO

YES  NO  *If YES, please provide details?*

3.2 Do you handle cash in your daily business activities?

YES  NO  *If YES, please provide details?*

3.3 Describe the security control in respect of:

Printing and delivering of cheques

Storage of used/unused cheques

Authorisation/Issue of cheque books

3.4 Do all cheques require two signatures?

YES  NO  *If NO, please provide details*

3.5 Does your Debtors List extend more than 120 days?

YES  NO  *If YES, please provide details*

3.6 Is there dual authorisation to load a new creditor?

YES  NO  *If NO, please provide details*

3.7 Are bank statements reconciled on a bi-monthly basis?

YES  NO  *If NO, please provide details*

3.8 Are creditors, debtors and cash books reconciled on a monthly basis?

YES  NO  *If NO, please provide details*

3.9 Please Advise

Total Annual value of Funds transferred electronically

Maximum value per individual electronic transaction

3.10 How are payee's details on EFT transfers verified against that of the accountholder?

Please provide details

3.11 Is there segregation of duties between loading, releasing and authorising a payment?

YES  NO  *If YES, please provide details*

3.12 How often are your banking passwords and profile authorities reviewed/changed

Please provide details

## SECTION 4 – REMUNERATION

4.1 Do you have an HR department? YES  NO

4.2 Do you have a dedicated payroll system? YES  NO

4.3 How do you manage the risk of fraud as a result of ghost employee's?

Please provide details

4.4 Is there segregation of duties between the additions, deletions, amendments and payments on the payroll?

YES  NO  Please provide details

## SECTION 5 – STOCK AND WAREHOUSING

5.1 Describe your stock (separately for raw materials and finished goods, if applicable)

5.2 What is the average value of your total stock?

5.3 Do you have separate receiving and despatching bays?

YES  NO  Please provide details

5.4 Are the receiving and despatching duties segregated between employees?

YES  NO  Please provide details

5.5 Are cycle-counts conducted on fast moving items?

YES  NO  Please provide details

5.6 Who conducts cycle-counts? How often are they conducted?

Please provide details

5.7 How many delivery vehicles are utilized?

5.8 Are independent checkers used in the warehouse environment?

YES  NO  Please provide details

5.9 Are stock adjustments done annually?

YES  NO  Please provide details

5.10 What is the value of stock adjustments done annually?

5.11 By whom and how often are your stock-takes done

Please provide details

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## SECTION 6 – PURCHASES

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6.1 How are buyers' bank account details confirmed prior to payment?

Please provide details

6.2 How do you check that your buyers do not exceed their limits of authority?

Please provide details

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## SECTION 7 – SECURITY

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7.1 Do you have an external security department?

YES  NO  Please provide details

7.1.1 If YES, please provide the name of the security company

7.1.2 If NO, please advise who is responsible for security

7.2 Is there a written contract in place between yourselves and the security company?

YES  NO  Please provide details

7.3 How many security guards are there on the property at any one time?

7.4 Are ALL premises monitored by a CCTV system?

YES  NO  Please provide details

7.5 Are off-site back-ups done and what is the memory capacity of the system?

YES  NO  Please provide details

7.6 Who has authority to view the footage?

## SECTION 8 – AUDITS

8.1 Do you have your own internal audit department?

YES  NO  Please provide details

8.2 Other than the required annual audit, what audit mechanisms are in place in ALL your operations?

Please provide details

8.3 Are appropriate actions taken following the recommendations made by these audits?

YES  NO  Please provide details

8.4 Are 'surprise audits' made?

YES  NO  Please provide details

8.5 Are ALL your operations audited on a regular basis?

YES  NO  Please provide details

## SECTION 9 – INFORMATION TECHNOLOGY

9.1 Does your computer system:

Produce presigned cheques YES  NO   
 Produce unsigned cheques YES  NO

9.2 Are ALL operations within the business linked to one IT system?

YES  NO  *Please describe system and give details*

9.3 At which intervals are passwords required to be changed?

## SECTION 10 – INSURANCE HISTORY

10.1 Do you currently hold a Commercial Crime Insurance Policy?

YES  NO  *If YES, give particulars and state whether this policy is to remain in force*

10.2 Has any insurer ever cancelled or refused to accept or continue any Commercial Crime Insurance or imposed any special conditions?

YES  NO  *If YES, give particulars*

10.3 Have you suffered a direct financial loss of more than R100 000 in the last 5 years as a result of:

Fraud/dishonesty by an employee YES  NO

Any form of third party computer fraud or computer crime YES  NO

If YES, please provide information for each of the losses below:

AMOUNT	WHEN COMMITTED	WHEN DISCOVERED	TYPE OF LOSS

Give a brief description of how each of the losses, as listed above, was committed

Loss 1:

Loss 2:

Loss 3:

Loss 4:

What actions were taken against the perpetrator in each instance?

Loss 1:

Loss 2:

Loss 3:

Loss 4:



What measures have been implemented to prevent a reoccurrence of losses of the same nature?

Loss 1:

Loss 2:

Loss 3:

Loss 4:

## DECLARATION

We declare that the statements and particulars in this proposal are true and that we have not misstated or suppressed any material facts. We agree that this proposal together with any other information supplied by us shall form the basis of any contract of insurance effected thereon and shall be incorporated therein. We also declare that no other policy is in force, or will be effected during the currency of the policy now proposed other than a Money Policy or the policy declared under 10.1 of this proposal.

We undertake to inform the Company of any material alteration to these facts of ALL operations, whether occurring before or after completion of the contract of insurance.

Signing this proposal form does not bind the proposer to complete this insurance, nor does it bind the company to accept the proposal

SIGNATURE OF PROPOSER:

DESIGNATION:

DATE: