BANKERS POLICY
PROPOSAL FORM

PLEASE NOTE: Every Proposer or Assured, when seeking a quotation, taking out or renewing an Insurance Policy, has a legal obligation to reveal to the prospective Insurers any material fact or information which might affect the judgement of the Insurer in deciding whether to accept the insurance or assessing the conditions of that insurance. Failure to observe this obligation could avoid any contract entered into at inception. If you have insufficient space to complete any of your answers, continue on your headed paper.

SECTION A - PARTICULARS OF BANK	
1. Title of the Bank, including all Banking subsidiary Companies in which the Bank has a controlling interest.	
2. Principal Address	
3. When established	
4. These should be as shown in the last Annual Statement or Report	(Please enclose a copy with this Proposal Form)
5. Do you consider the character of your business essentially to be that of a:	
(a) Commercial Bank?	
(b) Private Bank?	
(c) Merchant Bank? or	
(d) Otherwise (please give details)?	
Please describe briefly the main activities of the Bank to amplify answers (a) - (b) above:	
6. State number of:	
(a) Current cheque accounts	
(b) Inactive accounts (being those with no movements in or out during the past 12 months)	
(c) Savings and deposit accounts	
7. Name of Correspondent Bank or Agent in London	(Please enclose a copy with this Proposal Form)

SECTION B - STAFF AND LOCATIONS						
8. State the number of Directors (Salaried and Permanent only)						
9. State the numbers falling in each of the following categories:-	Head Office	Computer Centre	Adminis-tration Centre	Main Branches	Other Branches	Agencies
(a) Number of locations						
(b) Number of Employees and Officers } (who are not Directors) but including } (i) Banking Duties						

(c) Employees of all grades including } Messengers, guards, domestic } Banking Employees and the like and divided as} Follows (ii) Non-Banking						

SECTION C - VALUES AT RISK		
10. State MAXIMUM value at:-	of:- (i) Bearer or Negotiable Securities	(ii) Cash , bullion, precious stones and similar interest
(a) Head Office		
(b) Main Branches		
(c) Other locations		
(d) Otherwise (please give details)?		
11. State MAXIMUM and AVERAGE amount of cash including stock of unissued travellers' cheques at:-		
(a) Head Office MAXIMUM AVERAGE		
(b) Main Branches MAXIMUM AVERAGE		
(c) Other Locations MAXIMUM AVERAGE		
12. State MAXIMUM and AVERAGE amount of cash and bearer and negotiable securities in transit at any one time:-	By Armoured Motor Vehicle Cash Securities	By Messenger(s) Cash Securities
(a) Head Office MAXIMUM AVERAGE		
(b) Main Branches MAXIMUM AVERAGE		
(c) Other Locations MAXIMUM AVERAGE		
13. State if transits are subcontracted out to an Armoured Motor Vehicle Company.		
(a) If yes, please state their Insured Limit of Liability and last year's annual carryings and next year's estimated annual carryings		
(b) If no, then please state YOUR last year’s annual carryings and next year's estimated annual carryings.		

SECTION D - PARTICULARS OF COVERAGE	
14. State of LIMIT OF INDEMNITY required for BANKERS POLICY	
15. (a) Is Forged Securities Extension required	
(b) Is additional cover excess of the Bankers Policy limit required in respect of:	
(i) any Insuring Clause of the Policy	
(ii) Vault risk only	
16. Have you in existence any blanket FIDELITY insurances? If so, state amount and with whom arranged (Insurer)	
17. 17.Has any proposal for insurance of this nature been declined by any Insurance Company or Underwriter at Lloyd's or has any policy been cancelled or renewal thereof refused? If so, give the reasons stated.	

INSURING CLAUSES	LIMITS	REMARKS IF ANY
Infidelity If employees		
Premises		
Transit		
Forged Cheques		
Forged Security		
Counterfeit currency		
Offices and Contents		
Computer Crime		
Others		

SECTION E - CLAIM EXPERIENCE			
18. Please give in the space provided below, brief details, of any loss or losses you have sustained (whether insured or uninsured), BEFORE the application of any deductible, which was sustained during the past FIVE YEARS:-			
Date Discovered	Location	Nature of Loss	Amount of Actual or Estimated

Unless the information has already been provided, please attach full details of the circumstances surrounding any SUBSTANTIAL loss and the CORRECTIVE MEASURES taken to avoid recurrence.

SECTION F - SECURITY	
19. (a) Have you a RULE BOOK or BOOKS or WRITTEN INSTRUCTIONS covering all aspects of your business, which will be maintained and operated and which clearly defined the duties of each Employee?	
(b) Is the attention of each Employee drawn to these instructions and to their duty of compliance therewith?	
(c) Are the duties of each Employee arranged so that no one Employee is permitted to control any transaction from commencement to completion.	
20. (a) Have you designated an Offer or other Employee who is charged, subject to supervision by your Board of Directors, with responsibility for the installation, maintenance and operation of security devices and for the development and administration of a security programme?	
(b) Are Employees trained (and-retrained from time to time) in security procedures	
21. (a) Are unannounced and irregular changes made in the position of Employees within a particular job strata?	
(b) Are all Employees required to take an uninterrupted holiday of at least two weeks in each calendar year during which they perform no duties and are required to stay away from the Bank premises?	
22. (a) Is joint custody established and maintained for the safeguarding of:-	
i. Property while in safes or vaults?	
ii. All keys of safes and vaults?	
iii. Codes, cyphers and test keys?	
(b) Is dual control established and maintained for the handling of:-	
i. All types of securities, negotiable and non-negotiable instruments and unissued and blank forms of said items?	
ii. The reserve supply of official cheques, drafts and unissued travellers cheques?	
iii. Dormant accounts of depositors?	
iv. Codes, cyphers and test keys?	
23. (a) Is there an internal audit department? (b) If so,	
i. is there an "audit and control procedures" manual?	
ii. How many people are employed in the internal audit department?	
iii. How often are full internal audits made?	
iv. Are audits made regularly on a surprise basis?	
v. Are all premises, including computer centres and facilities included in the audit?	

vi. Is the person responsible for the auditing forbidden to originate entries?			
24. (a) State the name of the independent firm of Chartered Accountants or professional Auditors or other competent Authority who fully audit your Accounts annually In addition, please state			
i. Frequency of audit			
ii. Does the audit include all banking offices?			
iii. If not, what extent does the audit take?			
iv. Do the auditors visit all branches?			
v. Does the firm of Authority regularly review the system of internal control and furnish written reports?			
vi. If so, do these reports go directly to the Board of Directors?			
State details of:-	Head Office	Main Branches	Other Locations
25. VAULT AND STRONGROOMS			
(a) Are there vaults and strongrooms on the premises?			
(b) Are they equipped with:			
i. A dial combination lock?			
ii. Time lock?			
iii. A lockable day gate?			
(c) Are the walls, floors and ceilings of reinforced concrete and lines with steel?			
i. State thickness of walls			
(d) State the name of the manufacturer of the vault door.			
i. State Type, Age and Reference Number of door			
ii. Are doors of arc, torch and drill resistive materials?			
iii. Do they have anti explosive device in the doors?			
If any of the above are answered "NO" please describe alternative method of or type of protection.			
26. SAFES			
(a) Are there safes on the premises?			
(b) Are they equipped with combination locks with a relocking device that will effectively lock the door if the combination is punched?			
(c) State the name of the manufacturer			
i. State Type, Age and Reference Number of door			
ii. Are safes fitted with combination locks?			
iii. Are doors of arc, torch and drill resistive material?			
iv. Do safes have an anti-explosive device in the door?			
(d) Are safes anchored to the floor or alternatively do they weigh not less than 680 kgs. (1500 lbs) empty?			

27. DOORS AND WINDOWS			
(a) Are all doors fitted with substantial locks?			
(b) Are all windows fitted with substantial locks or barred?			
28. ALARMS			
(a) Are there alarms systems against Burglary?			
(b) Are they connected to:			
i. Central Station?			
ii. Police Station?			
iii. Elsewhere (describe)?			
29. TELLERS POSITIONS			
(a) Are there alarm systems against robbery?			
(b) Does each teller have a robbery alarm button or pedal?			
(c) Are tellers' positions protected by anti-bandit glass?			
(d) Are tellers' positions separated from the rest of the Banking Hall by a suitable partition with doors kept locked during Banking Hours?			
(e) Is cash in excess of the amounts referred to in Question 11 of this proposal removed immediately to a locked safe, vault or other protected place?			
(f) Are all cashiers' cash holdings taken to the safe/vault when the vault is closed?			
(g) Are cashiers provided with "Bait" or "Decoy" money?			
Note: "Bait" money consists of currency notes the denomination, serial numbers and serial years of which have been recorded and verified by a second Employee and left in a safe place. Such "bait" money should be given to cashiers to be handed out only in the event of robbery.			
30. GUARDS			
(a) Do Police patrol and inspect premises?			
(b) Do you have armed guards:			
i. By day?			
ii. By night?			
(c) Are they provided by:			
i. Police?			
ii. Agency?			
iii. The Bank itself?			
(d) Are they protected by bulletproof cages?			
(e) How many nightwatchmen do you employ?			
31. SAFE DEPOSIT BOXES			
(a) How many safe deposit boxes are there?			
(b) How many of these are rented?			
(c) How many locations provide safe deposit facility?			
(d) Are all safe deposit boxes in a separate Safe Deposit Vault?			
i. If not, describe where they are kept.			
(e) Are all boxes under dual control?			
32. TRANSIT			
(a) Is transfer of money and negotiable securities usually made by armoured motor vehicle?			
(b) In respect of all other transits:-			
i. How many messengers do you employ?			

ii. Are messengers accompanied by Police or armed guards?			
iii. Are trips scheduled at irregular intervals and			
iv. Is a private conveyance used?			
v. Do you make up payrolls for customers and			
vi. Do you make up payrolls for customers and deliver them to factories?			
vii. If so, does your responsibility cease immediately on arrival at the customer's premises?			
32. OTHER PROTECTIONS			
(a) Please specify other protection devices such as: • Camera systems • Electrical money traps • or any other security measures not mentioned herein.			

Any Policy issued will be contract of indemnity designed to protect the insured from fortuitous loss directly and uninterruptedly resulting from defined happenings or conduct.

The attention of the Proposer is drawn to the Conditions Precedent to Liability contained in Lloyd's Bankers Policy, LPO 218.

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 this basis of any Contract of Insurance effected thereon and shall be incorporated therein. We undertake to inform Insurers of any material alteration to these facts whether occurring before or after completion of the Contract of Insurance, Signing this Proposal Form does not bind the Proposer to complete this insurance.

Dated this ____________________ day of ___________________________20 _________

FOR & ON BEHALF OF ____

(Insert name of Bank)

Signature _____________________________________Title of Officer ____________________________

Signature _____________________________________Title of Officer ____________________________

Signature _____________________________________Title of Officer ____________________________

*NOTE. This proposal form should be signed by the General Manager, Chief Accountant and Security Officer.