



NITOL INSURANCE COMPANY LIMITED

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PROPOSAL FOR FIDELITY GUARANTEE INSURANCE

(Questions to be answered by Employer)

Policy No.....

1. Employer's Name (in full) _____
2. Address _____
3. Business _____
4. Person to be guaranteed Name _____
5. Address _____
6. Particulars of his duties _____
7. Rate of his remuneration, how paid and if subject to any, and if so what, deduction. _____
8. On what date did he enter your service? _____
9. How did you become acquainted with him? _____
10. Did you receive a satisfactory reference from his last Employer? _____
11. Why is the guarantee only now required? _____
12. Has his account always been and are they now in order? _____
13. Does he act as Cashier and Book Keeper? _____
14. In what way will moneys reach his hands? _____
15. State largest amount he will have at any one time and for how long? _____
16. Is he authorised to sign Cheques? If so, up to what limit and will there be a counter signature? _____
17. Will he pay wages or salaries to other employees? If so, who will check and certify the wages or salaries sheets to be in order? _____
18. Will he have any stock under his control? If so, how often and by whom will the stock be checked? _____
19. The amount of guarantee required? _____
20. Is this the only security to be held by you? _____
21. Do your receipts for all money received have counterfoils and have both a printed Serial No? _____
22. How often and by whom are the counterfoils of the receipts checked? _____
23. By whom and how often is (a) A cash audit made? (b) A full audit made? _____
24. Will receipts be given for wages or salaries ? If so, who will check the wages or salaries sheets with the receipts? _____
25. What are your usual terms of Credit? _____
26. What is your procedure in case of overdue accounts? _____

I/We declare that the above statements are true and agree that these replies shall form the basis of the contract between me/us and THE NITOL INSURANCE COMPANY LIMITED.

Dated this.....day of.....

Signature of Proposer.....

Date:

N.B.-Until Proposal is accepted and premium paid, the Company is under no liability.