



Treasury operation

Crime policy supplementary proposal

Please provide full details using separate sheets of paper if required.

Details of proposer

Full name of proposer

Employee details and controls

Total number of treasury employees

Number of treasury locations

Total estimated annual amount of funds managed

Yes No

Do you have established formal procedures for recruitment, screening and assessment of suitability for positions of trust?

Is there an operating manual or similar written instructions covering all aspects of the treasury function and are all employees fully aware of its contents?

Are all treasury employees required to take an uninterrupted holiday of at least two weeks (or half their annual entitlement whichever is the lesser) in each calendar year during which period they perform no duties and are required to stay away from your premises?

If you have answered no to any of the above please advise what alternative controls are in place.

Dealing

What activities are undertaken:

Yes No

a) Foreign exchange dealing?

b) Stock market dealing?

c) Commodity dealing?

d) Money market trading?

e) Hedging/derivatives?

f) Other (please describe):

Full description of treasury activities and role within the organisation

Yes No

Are the employees involved in the above dealing activities subject to strict levels of authority?

If yes:

How are these set?

How do you ensure that they are not exceeded?

What action is taken in the event that an employee exceeds their authority?

Yes No

Are you supplied with a daily print out of all deals completed?

Are such print outs checked, independently of the dealers, as soon as received against the bank's (or other financial institution's) record of deals completed and the authority vested in the dealers?

Are all deal confirmations received by you from financial institutions sent to an area physically separated from the area occupied by the employees who are authorised to deal?

If you have answered no to any of the above please advise what alternative controls are in place.

How are deal instructions conveyed to your bank/financial institution/brokers:

Yes No

a) In writing?

b) Voice instruction?

c) Facsimile?

d) Telex?

e) Electronic mail?

f) Other (please describe):

Yes No

Is the bank/financial institution/broker required to authenticate instructions before acting on them independently of the person giving the instructions?

If no, what controls are in place?

Fund transfer procedures

What is the total annual volume of fund transfers?

Approximately what percentage relates to inter group transfers?

What is the average size of fund transfer?

If the treasury function employs systems and/or controls that vary from the rest of the business then a separate funds transfer supplementary proposal form should be completed.

Loans/credit

- Are all loans and loan facilities authorised and reviewed by a Loans Committee? Yes No
- If no, please advise how the authorisation and review procedure is controlled.**
- Are all loans recorded independently of the person authorising or dealing with the loan application? Yes No
- Are all credit arrangements subject to dual signatures and supported by independent verifying documentary evidence? Yes No
- If no, please advise what alternative controls are in place.**

Audit details

Internal audit

- Do you have an internal audit function? Yes No
- If yes:**
- Does Internal Audit report directly to the board of directors? Yes No
- How many people are employed in the function?
- What is the frequency of audits?

- Are 'surprise' audits carried out? Yes No
- Have any recommendations been made that have not been adopted? Yes No
- If no, please provide details.**

External audit

- Have your auditors reported on your treasury operations? Yes No
- Has any 'stress testing' been conducted on your treasury systems? Yes No
- Please provide details:**

- If yes have their recommendations (if any) been adopted? Yes No
- If no, please provide details.**

Computer security

- Does the computer security for the treasury function vary from that applicable elsewhere in the business? Yes No
- If yes, please provide details.**

- Is a 'test deck' or other similar procedure used to detect unauthorised system changes? Yes No
- If no, please advise what alternative procedures are in place.**

Controls

To whom do the dealers report?

To whom do the 'back office' report?

Important notes

Fraud prevention, detection and claims history

Zurich Insurance Company holds data in accordance with the Data Protection Act 1998. It may be necessary for us to pass data to other organisations that supply products and services associated with this contract of insurance. In order to verify information, or to prevent and detect fraud, we may share information you give us with other organisations and public bodies, including the Police, accessing and updating various databases. If you give us false or inaccurate information and we suspect fraud, we will record this and the information will be available to other organisations that have access to the database(s). We can supply details of the databases we access or contribute to, on request.

Declaration

We hereby warrant that:

- a) to the best of our knowledge and belief the foregoing particulars and statements are true and that no material fact has been withheld.
- b) they and other written statements made by us or on behalf for the purpose of the proposed insurance shall be the basis of and incorporated in the contract between us and the Company, not only in respect of employees included herein, but also in respect of any employees who may hereafter be included.

Signature for proposer

Printed name

Position held

Date

D	D	M	M	Y	Y	Y	Y
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Zurich Insurance Company

A limited company incorporated in Switzerland.

Registered in the canton of Zurich no. CH-020.3.929.583-0. UK branch registered in England no. BR 105.

UK Head Office: Zurich House, Stanhope Road, Portsmouth, Hampshire PO1 1DU.

Authorised and regulated by the Financial Services Authority.