

# Fidelity Guarantee Insurance

## Proposal Form for Public Sector Organisations

Please note that the completion and submission of this form does not bind you or us to enter into a contract of insurance. If you tick "DISAGREE" to any statement please explain in the section following each statement, or at the end of the form, why you are unable to comply with the statement together with your alternative practice. Note that "we" refers throughout to the Organisation stated as the Proposer in Section 1.

You understand that you must make a fair presentation of the risk to us when completing this form and at inception, renewal and whenever you request changes to your policy. This means that you must tell us about all facts and circumstances which may be material to the risks covered by the policy in a clear and accessible manner and must not misrepresent any material facts. A material fact is one which would influence our acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interest to disclose them.

If you do not make a fair presentation of the risk the policy may be avoided, written on different terms or a higher premium may be charged, depending on the circumstances of the failure to present the risk fairly.

### 1. Proposer Details

1.1 Name of Organisation

1.2 Total number of employees (seasonal, temporary and casual staff in brackets)

(                    )

1.3 Current Fidelity Guarantee Insurance provider

1.5 Current Retroactive Date (if any)

D	D	M	M	Y	Y	Y	Y
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1.6 Current Run-off or Discovery Period (if any)

### 2. Cover Requirements

2.1 Please tick to indicate cover required and amounts of excess and main Sum Guaranteed.

<input type="checkbox"/>	<b>EMPLOYEE DISHONESTY</b>	
	<b>Sum Guaranteed</b> for all employees	£ _____
<input type="checkbox"/>	<b>Bailiff Insolvency Extension</b> (As Employee Dishonesty)	
<input type="checkbox"/>	<b>THIRD PARTY COMPUTER FRAUD</b>	£ _____
<input type="checkbox"/>	<b>FUNDS TRANSFER FRAUD</b> (This cover is only available as part of a full Crime policy)	
<input type="checkbox"/>	<b>Excess</b> (note that a compulsory £5,000 excess applies for limits of indemnity below £5m, rising to 10,000 for limits of indemnity of £5m or more)	£ _____

## Cover Requirements (continued)

**2.2** Please show details of any specified officers for whom higher Sums Guaranteed are required.

Higher level	Positions (role titles) of Specified Officers	Sum Guaranteed
1		£
2		£
3		£

Note that if these cover requirements vary from those requested in any tender specification on which we have previously quoted, the premium may subsequently be altered.

## 3. Loss and Insurance History

- 3.1** We have sustained no losses (insured or not) in the past 5 years that would have fallen under the insurance we are now requesting. (if losses have occurred please state improvements put in place to prevent recurrence).  DISAGREE  AGREE
- 3.2** We have never had a proposal for insurance of this nature declined and have never experienced cancellation or refusal to renew by any Insurer or Underwriter.  DISAGREE  AGREE
- 3.3** We have a written procedure that allows employees to report suspected fraud or IT security breaches and we have not had any such incidents reported in the past 24 months.  DISAGREE  AGREE

Detail if DISAGREE (or statement under 3.1)

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## 4. Staff Selection Procedures

- 4.1** We have formal and established procedures for recruiting all permanent employees without exception. These procedures include obtaining verbal or written references from former employers covering a period of three years immediately prior to the application.  DISAGREE  AGREE
- 4.2** We have an agreement in place with all agencies that recruit our temporary staff that ensures compliance with 4.1 above.  DISAGREE  AGREE
- 4.3** We retain all written references and records of verbal references for at least five years including for staff that leave within that period.  DISAGREE  AGREE
- 4.4** We investigate any periods during which the applicant was not gainfully employed.  DISAGREE  AGREE

Detail if DISAGREE

## 5. Internal Controls

**5.1** We physically check stocks and materials and check them against verified records at least once a year using personnel that are independent from those with everyday responsibility for such stocks and materials.

DISAGREE  AGREE

**5.2** We segregate duties so that no one individual can, without independent intervention or scrutiny of another, have sole control when authorising or handling any process involving the following:

DISAGREE  AGREE

- a) salaries, general invoicing and receipt of income, payments for goods or services
- b) award of contracts, grants or benefits
- c) capital expenditure or disposal of assets
- d) banking, treasury management, investment or fund transfer

Detail if DISAGREE

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## 6. Computer Controls and Security

**6.1** We have a specific post designated as "IT Security Officer" or equivalent senior position, authorised to investigate all aspects of IT security and we issue computer security guidelines to all our personnel and link their application to the Computer Misuse legislation and our own disciplinary procedures.

DISAGREE  AGREE

**6.2** Access to our computer systems is restricted by passwords that afford varying levels of entry according to the need and authorisation of the user but in all cases imposing change of password at least every 90 days.

DISAGREE  AGREE

**6.3** We withdraw or freeze passwords immediately when employees leave.

DISAGREE  AGREE

Detail if DISAGREE

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## 7. Internal and External Audit Controls

**7.1** We have a documented risk based audit programme that follows CIPFA best practice standards.

DISAGREE  AGREE

**7.2** We have complied with all recommendations made by our external auditors since their last report concerning our internal systems.

DISAGREE  AGREE

**7.3** We have a designated individual responsible for ensuring appropriate action is taken on recommendations from our internal audit department, or following external audit.

DISAGREE  AGREE

Detail if DISAGREE

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## 8. Bailiffs

**8.1** If we have indicated that we require Bailiff insolvency cover, we use an agreement that requires contracted bailiffs to remit all funds owed to us at maximum intervals of ten working days.

DISAGREE

AGREE

Detail if DISAGREE

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## 9. Declaration

I/we declare that the statement and particulars in this proposal are true and complete. I/we have made a fair presentation of the risk and have not misrepresented or suppressed any material facts after full enquiry of relevant parties within my/our organisation. I/we agree to the contract of insurance being prepared using the information I/we have supplied in this form, along with any associated information I/we have supplied. I/we shall inform you of any material alteration to those facts and/or the information supplied before completion of the contract of insurance.

Signed
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Date

D	D	M	M	Y	Y	Y	Y
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Name

Position

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## 10. Further Information

Please add any further material facts here, quoting the reference number of the original statement to which the facts apply.

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### Zurich Municipal

Zurich Municipal is a trading name of Zurich Insurance plc.  
A public limited company incorporated in Ireland Registration No. 13460.  
Registered Office: Zurich House, Ballsbridge Park, Dublin 4, Ireland.  
UK Branch registered in England and Wales, Registration No. BR7985.  
UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.  
Zurich Insurance plc is authorised by the Central Bank of Ireland and subject to limited regulation by the Financial Conduct Authority. Details about the extent of our regulation by the Financial Conduct Authority are available from us on request. These details can be checked on the FCA's Financial Services Register via their website [www.fca.org.uk](http://www.fca.org.uk) or by contacting them on 0800 111 6768.  
Our FCA Firm Reference Number is 203093.

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