



Bankers Blanket Bond Insurance

PROPOSAL FORM

Important Notice

Your Duty of Disclosure

Before you enter into a contract of general insurance with an insurer, you have a duty to disclose to the insurer every matter that you know, or could reasonably be expected to know, is relevant to the insurer's decision whether to accept the risk of the insurance and, if so, upon what terms. You have the same duty to disclose those matters to the insurer before you renew, extend, vary or reinstate a contract of general insurance.

However, your duty of disclosure does not require you to disclose matters:

- a) that diminish the risk to be undertaken by the insurer;
- b) that are of common knowledge;
- c) that your insurer knows, or in the ordinary course of its business, ought to know;
- d) as to which compliance with your duty of disclosure is waived by the insurer.

Your duty of disclosure continues after the proposal form has been completed up until the Policy Period commences.

Consequences of Non-Disclosure

If you fail to comply with your duty of disclosure, the insurer may be entitled to reduce its liability under the contract in respect of a Claim or may cancel the contract. If your non-disclosure is fraudulent, the insurer may also have the option of avoiding the contract from its beginning.

Particulars of Bank

Title of the Bank, including all Banking subsidiary Companies in which the Bank has a controlling interest:

Principal Address: _____

When established: _____

Authorised Capital: K _____

Paid Up Capital: K _____

Total Assest: K _____

Total Deposits: K _____

Total Loans and Discounts: K _____

These should be as shown in the last Annual Statement or Report (Please enclose a copy with this Proposal Form)

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 explain answers a) – d) above.

Please state the number of:

a) Current cheque accounts: _____

b) Inactive accounts (those with no movements in or out during the past 12 months):

c) Savings and deposit accounts: _____

Name of Correspondent Bank or Agent in London: _____

Staff and Locations

State the number of Directors (Salaried and Permanent only): _____

State the numbers of falling in each of the following categories:

- a) Number of Locations: _____
- b) Number of Employees and Officers (who are not Directors) but including Employees of all grades including messengers, guards, domestic employees and the like and divided as follows:

	Head office	Computer Centre	Administration Centre	Main Branches	Agencies
Banking Duties					
Non – Banking Duties					

Values at Risk

Please state the MAXIMUM values at:

		Bearer or Negotiable Securities	Cash bullion, precious stones & similar interests
a)	Head Office		
b)	Main Branches		
c)	Other Locations		

Please state the MAXIMUM amount of cash, including stock of unissued travelers cheques at:

		With any one teller / cashier	At the entire counter of any one location
a)	Head Office		
b)	Main Branches		
c)	Other Locations		

Please state the MAXIMUM amount of cash and bearer and negotiable securities in transit at any one time:

		By Armored Motor Vehicle		By Messenger (s)	
		Cash	Securities	Cash	Securities
a)	Head Office				
b)	Main Branches				
c)	Other Locations				

Particulars of Coverage

Please state the Limit of Indemnity required for the Bankers Blanket Bond Policy: K _____

Is Forged Securities Extension required? YES / NO

Is additional cover excess of the Bankers Blanket Bond Policy limit required in respect of:

Any Insuring Clause of the Policy: K _____

Vault Risk Only: K _____

Security

Have you a RULE BOOK, BOOKS or WRITTEN INSTRUCTIONS covering all aspects of your business which will be maintained and operated and which clearly define the duties of each Employee? YES / NO

Is the attention of each Employee drawn to these instructions and to their duty of compliance therewith? YES / NO

Are the duties of each Employee arranged so that no one Employee is permitted to control any from commencement to completion? YES / NO

Have you designated an Officer 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 for the development and administration of a security program? YES / NO

Are Employees trained (and re-trained from time to time) in security procedures? YES / NO

Are unannounced and irregular changes made in the position of Employees within a particular job strata? YES / NO

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? YES / NO

Is joint custody established and maintained for the safeguarding of:

- a) Property while in safes or vaults? YES / NO
- b) All keys to safes and vaults? YES / NO
- c) Codes, cyphers and test keys? YES / NO

Is dual control established and maintained for the handling of:
 All types of securities, negotiable and non-negotiable instrument and unissued and blank forms of said items? YES / NO

The reserve supply of official cheques, drafts and unissued travellers cheques? YES / NO

Dormant accounts of depositors? YES / NO

Codes, cyphers and test keys? YES / NO

Is there an internal audit department? YES / NO

If 'Yes':

Is there an 'audit and control procedures' manual? YES / NO

How many people are employed in the internal audit department? _____

How often are full internal audits made? _____

Are audits made regularly on a surprise basis? YES / NO

Are all premises, including computer centres and facilities, included in the audit? YES / NO

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:

Frequency of audit? _____

Does the audit include all banking offices? YES / NO

If not, what extent does the audit take?

Do the auditors visit all branches? YES / NO

Does the firm or Authority regularly review the system of internal control and furnish written reports?

YES / NO

If so, do these reports go directly to the Board of Directors?

YES / NO

State details of:

Vaults and Strongrooms:

	Head Office	Main Branches	Other Locations
Are there vaults and strongrooms on the premises?			
Are they equipped with:			
- A dial combination lock?			
- Time lock?			
- A lockable gate?			
Are the walls, floors and ceilings of reinforced concrete and lined with steel?			
- State thickness of walls			
State the name of the manufacturer of the vault door			
State type, age and reference number of door.			
Are doors of arc, torch and drill resistive materials?			
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.

Safes:

	Head Office	Main Branches	Other Locations
Are there safes on the premises?			
Are they equipped with combination locks, with a relocking device that will effectively lock the door if the combination is punched?			
State the name of the manufacturer of the safe			
State type, age and reference number.			
Are doors of arc, torch and drill resistive materials?			
Do they have anti-explosive device in the doors?			
Are safes anchored to the floor or alternatively, do they weigh not less than 680kg empty.			

If any of the above are answered No, please describe alternative method of or type of protection.

Doors and Windows

	Head Office	Main Branches	Other Locations
Are all doors fitted with substantial locks?			
Are all windows fitted with substantial locks or barred?			

Alarms

	Head Office	Main Branches	Other Locations
Are there alarm systems against Burglary?			
Are they connected to:			
- Central Station?			
- Police Station?			
- Elsewhere (describe)?			

Tellers Positions:

	Head Office	Main Branches	Other Locations
Are there alarm systems against robbery?			
Does each teller have a robbery alarm button or pedal?			
Are tellers' positions protected by anti-bandit glass?			
Are tellers' positions separated from the rest of the Banking Hall by a suitable partition with doors kept locked during Bank hours?			
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?			
Are all cashiers cash holdings taken to safe / vault when vault is closed?			
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 let in a safe place. Such 'bait' money should be given to cashiers to be handed out only in the event of a robbery.			

Guards:

	Head Office	Main Branches	Other Locations
Do Police patrol and inspect the premises?			
Do you have armed guards:			
- By day?			
- By night?			
Are they provided by:			
- Policy?			
- Agency?			
The Bank itself?			
Are they protected by bullet proof cages?			
How many nightwatchmen do you employ?			

Safe Deposit Boxes:

	Head Office	Main Branches	Other Locations
How many safe deposit boxes are there?			
How many of these are rented?			
How many locations provide safe deposit facilities?			
Are all safe deposit boxes in a separate Safe Deposit Vault?			
If not, describe where they are kept.			
Are all boxes under dual control?			

Transit:

	Head Office	Main Branches	Other Locations
Is transfer of money and negotiable securities usually made by armoured motor vehicle?			
In respect of all other transits:			
How many messengers do you employ?			
Are messengers accompanied by Police or armed guards?			
Are trips scheduled at irregular intervals and over varying routes?			
Is a private conveyance used?			
Do you provide a messenger service for any customers?			
Do you make up payrolls for customers and deliver them to factories?			
If so, does your responsibility cease immediately upon arrival at customers premises?			

Other Protections:

	Head Office	Main Branches	Other Locations
Please specify other protection devices, such as:			
- Camera systems			
- Electronic money traps			
Or any other security measures not mentioned herein.			

Declaration

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

Manifestly it is not the intention of the insurers or the insured to cover the hazards of trading: to do so would be to translate the role of insurer into that of co-venturer with the right to participate in trading profits. This is a statement of intent and shall not be construed to broaden the coverage provided by the policy terms and conditions.

The attention of the Proposer is drawn to the Conditions Precedent to Liability contained in the Policy.

We declare that the statements and particulars in this proposal are true and 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 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 on this _____ day of _____ 20

FOR AND ON BEHALF OF:

(Insert name of Bank)

Name: _____

Name: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

Name: _____

Title: _____

Signature: _____

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