



7 Temasek Boulevard, #10-01 Suntec Tower One, Singapore 038987
 Tel: 63374779 Fax: 63389267 (Company Registration No: 198901301C)

FIDELITY GUARANTEE PROPOSAL FORM

IMPORTANT NOTICE

1. Notice pursuant to Section 25(5) of the Insurance Act Cap 142 or any subsequent amendment thereof: You must tell us (ECICS Limited) in this Proposal fully and faithfully all facts which you know, or ought to know. Otherwise, you may receive nothing from the Policy.
2. Our liability in respect of this proposal does not commence until acceptance has been communicated by us to you.
3. Our policy carries a Premium Payment Warranty. Coverage under the Policy will be automatically terminated pursuant to the terms of the Premium Payment Warranty if the premium is not paid in full within 60 days from the commencement of the cover.
4. You must answer all the questions in this Proposal Form. Any questions not answered will be taken as answered in the negative.

Intermediary Name: _____ **Intermediary Code:** _____

INSURED'S PARTICULARS

Name of Insured: _____

Business Address: _____

Nature of Business: _____

Period of insurance: From _____ To _____

DETAILS OF PROPERTY

1. How long has the business been established? _____ Years
2. Have there been any losses (whether insured or not) due to the dishonesty of employees, partners or directors during the last five years? Yes No
 If "YES", please provide, on a separate sheet, details of a) Date b) Circumstances c) amount and d) steps taken to prevent recurrence.
3. Has there been any occasion to question the honesty of any present or former employee during the last five years. Yes No
 If "YES", please give full details. _____
4. Has any insurer in respect of the risks to which this Proposal relates : Yes No
 a) declined a proposal, refused renewal or cancelled an insurance policy? Yes No
 b) required an increased premium or imposed special conditions? Yes No
 If "YES" to (a) or (b) , please give full details. _____
5. a) Do you always obtain references directly from former employers for the three years immediately preceding engagement of employees responsible for money, goods or computer operations? Yes No
 b) Are the references in writing? Yes No
 If the answer is "NO" to (a) or (b), please describe your procedure. _____
6. Please state largest amount any employee is responsible for, or handles, at any one time.
 a) Money _____
 b) Goods _____

SYSTEM OF CHECK

1. Do you have an internal audit department? Yes No
 If "YES"
 a) to whom does the department manager report? _____
 b) how frequently are all areas of the business audited? _____

2. a) Do external auditors examine your accounts every twelve months? Yes No
 b) Who are your external auditors? _____
3. Are employees receiving cash and cheques in the course of their duties required to pay in all such monies and/or bank in full on the day of receipt or the next banking day? Yes No
4. Are bank statements, receipts, counterfoils and supporting documents checked (independently of the employees responsible) at least monthly against the cash book entries and is the balance tested with cash and unpresented cheques? Yes No
5. a) Is there a predetermined limit above which manually prepared cheques or other bank instruments are required to have two signatures? Yes No
 If "YES", what is the limit ? _____
- b) Does one signatory examine the supporting documentation before signing the cheque or instrument? Yes No
- c) i) In the case of computer or machine produced cheques is the supporting documentation examined before the requisition is input? Yes No
 ii) Is there a predetermined limit above which two signatures are required before the requisition for such a cheque is input? Yes No
 If "YES", what is the limit ? _____
6. Is cash in hand and petty cash checked independently of the employees responsible at least weekly? Yes No
7. Is the wages and salary documentation checked, independently of the employees responsible, before payment are made? Yes No
8. Is a reconciliation by means of a formal stock-taking process carried out on all stock independently of the employees responsible for such stock?
 If "YES", at what intervals ? _____
9. Are different employees, acting independently, responsible for the ordering of stock and materials, the recording of the receipt of such and authorising the payment of them? _____
10. a) Are statements of account for all amounts due sent to customers by post at least monthly? Yes No
 b) Is it your practice to ensure that employees who receive cash or cheques cannot interfere with the despatch of statements of account and reminders for payment? Yes No
 c) Is action taken at management level if an account becomes three months overdue? Yes No
11. Are any of your accounting, salary or stock control functions computerized? Yes No
 If "YES",
- a) Are responsibilities for authorisation of transactions, processing of transactions and handling of output exercised by different employees? Yes No
- b) i) Do your internal auditors supervise computer security? Yes No
 (Please leave blank if you have no internal auditors)
 ii) Do your external auditors examine your computer security? Yes No
- c) Do you use a "Mainframe" computer? (i.e. not a "personal computer") Yes No
 If "YES",
- i) Is access to the system controlled by passcode procedures so that only staff with the appropriate authority can enter? Yes No
 ii) Do procedures exist to ensure that all changes to programmes are authorised at the appropriate level? Yes No
 iii) Is there an adequate system to check that these procedures have been complied with? Yes No
 iv) Is a log kept showing all changes to programmes? Yes No

SCOPE OF COVER

1. What is your desired deductible for of each claim? _____
2. Which of the following types of cover do you require?
 Please tick only one option and answer the relevant section questions which follow
- i) Cover for entire workforce Yes No
 ii) Cover for employees in selected categories of occupations only Yes No
 iii) Cover for named employees only Yes No

A) Cover for entire workforce	Number of Employees	Estimated Annual Salary
i) Staff with direct responsibility for money, stock, accounts or computer operations	_____	_____
ii) Other Staff	_____	_____

Limit of Indemnity required _____
 Limit per employee _____
 Total limit for all employees _____

B) Cover for employees in selected categories of occupations only

Category	Limit of Indemnity	Number of Employees
a) _____	_____	_____
b) _____	_____	_____
c) _____	_____	_____
d) _____	_____	_____
e) _____	_____	_____
Total _____	_____	_____

C) Cover for named employees only

Name of Employee	Duties	Length of Service (Years)	Limit of Indemnity
a) _____	_____	_____	_____
b) _____	_____	_____	_____
c) _____	_____	_____	_____
d) _____	_____	_____	_____
e) _____	_____	_____	_____

Total Limit of Indemnity required for all employees _____

CONSENT FOR USE AND DISCLOSURE OF PERSONAL DATA

1. To process, administer and/or manage your relationship, account and policy with ECICS Limited ("ECICS"), ECICS will necessarily need to collect, use, disclose and/or process your personal data or personal information about you collected from (i) you in your personal capacity or acting as a personal guarantor, (ii) any person authorized by you, and/or (iii) third parties including Relevant Individuals (defined below). In cases where the proposer is not an individual, all references to "personal data" and/or "personal information" shall also be construed as references to the "personal data" and/or "personal information" of the individuals or insured persons that are relevant to or set out in this proposal.

Such personal data includes :

- a) information set out in this form and any other personal information provided by you or possessed by ECICS;
- b) data and information relating to your no-claim discount; and/or
- c) data and information relating to your claims; and/or
- d) (where applicable) data relating to your organization's beneficial owners, partners, directors, officers or authorized signatories, representatives, employees, customers, guarantors, other security providers and any other natural persons related to your organization (collectively the "Relevant Individuals").

2. Such personal data will be collected, used, disclosed and/or processed by ECICS for the purpose(s) of :
- a) processing your application for underwriting and insurance, and considering whether to provide you with the insurance you applied for;
 - b) processing application for underwriting and insurance by a company, organization or entity, in which you have provided a personal guarantee or joint-and-several personal guarantee;
 - c) administering and/or managing your relationship, facility, account, documentation and/or policy with ECICS, whether in your personal capacity or acting as a personal guarantor;
 - d) carrying out due diligence or other screening activities (including identity and background checks) in accordance with legal or regulatory obligations that are required by law or risk management procedures that have been put in place by ECICS;
 - e) conducting checks with the Do No Call Registry administered by the Personal Data Protection Commission, Singapore;
 - f) processing and/or dealing with any claims including the settlement of claims and any necessary investigations relating to claims, under your policy;
 - g) investigating and preventing fraud, misconduct, any unlawful action or omission, whether relating to your application, your claims or any other matter relating to your policy, and whether or not there is any suspicion of the aforementioned;
 - h) recovery of all and any amounts owed or owing to ECICS;
 - i) legal purposes including but not limited to obtaining legal advice and enforcing ECICS' legal rights;
 - j) carrying out your instructions or responding to any enquiry, feedback or complaints by you;
 - k) reinsurance of risks and reinsurance management;
 - l) facilitating any business assignment, transfer, participation or part thereof in any of ECICS' rights and obligations in respect of your relationship with ECICS.
 - m) generating financial, regulatory, management, analytical or other related reports;
 - n) conducting market research and statistical analysis;
 - o) complying with any applicable rules, laws, regulations, codes of practices or guidelines, orders or requests issued by any court, legal or regulatory bodies and agencies, both national and international; and
 - p) any other purposes that are reasonably related or similar to any of the above purposes. (collectively the "Purposes")

3. We may/will also be collecting from sources other than yourself, personal data about you, for one or more of the above Purposes, and thereafter using, disclosing and/or processing such personal data for one or more of the above Purposes.

4. Your personal data collected by ECICS may/will be disclosed to :
 - a) your insurance agents, insurance brokers, other insurance companies or reinsurance companies;
 - b) any related company of ECICS and its director, staff and relevant persons;
 - c) external parties with professional relationship with ECICS including auditors and solicitors;
 - d) local or overseas third party service providers or its agents as such third party service providers or agents whose services would be engaged by ECICS to process your personal data, such as printing, courier, data processing, marketing and research, disaster recovery and others;
 - e) parties engaged by ECICS for assistance in dispute resolution or investigation and adjudication of claims;
 - f) banks and other financial institutions, credit information bureaus, credit rating agencies and debt collection agencies;
 - g) any assignee or transferee of all or any part of the business and/or asset of ECICS or participant or sub-participant of ECICS' rights or obligations in respect of any of your facility, account or policy;
 - h) any party giving a guarantee or third party security or guarantee or any party connected to your facility, account or policy; and
 - i) local or overseas regulatory, government and law enforcement bodies and persons authorized by such bodies.

5. By signing below, you :
 - a) consent to ECICS collecting, using, disclosing and/or processing your personal data for the Purposes as described above;
 - b) consent to ECICS collecting personal data about you from sources other than yourself and using, disclosing and/or processing the same, for one or more of the Purposes as described above;
 - c) consent to ECICS disclosing or transferring your personal data to our third party service providers or agents (whether in Singapore or outside of Singapore), for the Purposes as described above;
 - d) by providing personal data relating to Relevant Individuals and/or a third party (such as your dependents, spouse, children and parents) to ECICS, you represent and warrant to ECICS that the consent of that Relevant Individual or third party has been obtained for the collection, use and disclosure of the personal data for any or all of the purposes set out in this Notice;
 - e) in the case of a proposer which is not an individual, represent and warrant that you have obtained the consent of the individuals and/or insured persons relevant to or set out in this proposal in accordance with the terms as set out at paragraphs 5(a) to 5(d) above; and
 - f) represent and warrant that you have read and understood the above provisions.

DECLARATION

- For the purpose of this proposal, the undersigned being the proposer or an authorised representative of the proposer and any other parties to be included for this insurance declare that the statements herein are true, accurate and complete; otherwise the policy issued may be void. ECICS Limited is authorised to make any inquiry in connection with this proposal. Neither the acceptance of this proposal nor the making of any further inquiry will bind ECICS Limited to complete the insurance.

- The information contained in and submitted with this proposal is on file with ECICS Limited and along with the proposal is considered physically attached to the Policy and will become part of it. ECICS Limited has relied upon this proposal and attachments in issuing this Policy. The undersigned and/or authorised representative proposed for this insurance agree that the information contained in and submitted with this proposal is deemed material to the risk assumed by ECICS Limited.

- If the information in this proposal materially changes between the date this proposal is signed and prior to the inception date of the Policy, the proposer will notify ECICS Limited, who may modify or withdraw the quotation.

Name:

Designation (if applicable):

Signature and/or Company Stamp

Date: