



**If on Blanket or Floating basis, please list below limits in each employee category**

**Class A Employees**

Those who as part of their regular duties handle or have custody of money, securities or stock include all officials, management, sales, accounting and stock handlers.

**Class B Employees**

Those who do not as part of their regular duties handle or have custody of money or securities or merchandise, include in this category all clerks, outside salesmen, stenographers, typists and all other office workers.

**Class C Employees**

All other employees and wage earners who do not handle money or securities or stocks

Total limits

**These policies do not cover losses attributed to collusion by the insured's staff. If the guarantee is to be extended to cover this, please state below collusion limit required.**

Limit per event Tshs  Limit per any period of insurance

Do you obtain references from referees/previous employers before any employee in your company is confirmed? Yes  No

Have you previously had claims of theft, dishonesty, fraud or embezzlement? Yes  No

If yes, give details?

Was the culprit(s) prosecuted?

What is the minimum annual salary paid to an employee? Tshs

**Does your company/firm give any of the following in conditions of service?**

Salary advances  Out of pocket allowance  Staff loans for cars, Furniture, bicycles, T.V Houses, etc

If imprest is given to employees for travelling or for any reason, how soon are they required to account for it?

Does your company have credit facilities for the following? Suppliers  Yes  No  Customers  Yes  No

If yes, give details?

Are all employees engaged on a permanent and pensionable basis? Yes  No

### SYSTEM OF CHECK

Do persons handling cash receipts have access to accounting records? Yes  No

Are printed receipts issued for all payments, if so are they numbered and do they have counterfoils? Yes  No

Is accounting done on a daily basis? Yes  No  If not, how often?

Are cash book entries checked against receipts at frequent intervals Yes  No

Are petty cash accounts checked independently of the employee at regular intervals? Yes  No

Are statements sent to all debtors at monthly intervals by persons other than those responsible for the collection of cash? Yes  No

Is a limit placed on the amount which can be drawn or cashed at the Bank? Yes  No

Does cheques require a counter-signature? Yes  No

Are supporting vouchers marked to indicate payment to avoid the possibility of a double payment? Yes  No

Are procedures of book-keeping, preparation of salaries and wages records carried out by different employees? Yes  No

Does the insured have personal records giving details of wages and salary rates to provide an independent check against a salary and wages records? Yes  No

Are wage-sheets and salary registers checked and signed by a senior officer? Yes  No

What is the procedure for unclaimed wages and salaries?

Does the insured own any securities? If so, are detailed records kept and the securities themselves checked periodically, independently of the employee entrusted with their upkeep? Yes  No

Where are such securities normally kept?

What check is made to ensure that receivable income from securities is received on time?

Do the insured operate any other checks to prevent dishonesty? Yes  No

Are there internal auditors? Yes  No  If yes, how many are there?

Is there an internal audit manual? Yes  No  If yes, how many are there?

Is there a delegation of Financial Powers manual?  Yes  No

**If the company has branch network, please complete the following section:**

Is there a cashier at each branch? Yes  No

If so, is any other person allowed to collect or retain monies paid? Yes  No

Is every receipt by the cashier accompanied by an invoice which the cashier is required to keep? Yes  No

Are the cashiers takings checked on a daily basis? Yes  No

If so, by whom?

Who prepares bank pay in slips?

Who is responsible for paying monies into the bank?

Who checks the bank pay in slips after banking?

Is there a safe at each branch? Yes  No

If so, who is allowed to keep the keys?

Is there an accountant at each branch? Yes  No

How often are branches required to report?

If branch returns are not received within 30 days of its due date, what action is taken?

Details of independent auditors Name

Address

Frequency of audit?

Details of external audits carried out at branches?

Do your auditors review your system of control and furnish written reports? Yes  No

If so, what action is taken?

Are dual controls established in respect of cash? Yes  No

Is a permanent record of incoming and outgoing registered mail kept Yes  No

Is a review of loans, etc. made by a senior officer or Committee? Yes  No

Are all payments made approved by a senior officer? Yes  No

Are all paid cheques returned by your bank?  Yes  No  If so, what action is taken?

Is there a strict policy in force against the signing of blank cheques? Yes  No

Is the cashier allowed to accept staff personal cheques, i.e. I.O.U.s or promissory notes? Yes  No

How often are cash and securities checked?

Indicate maximum cash payroll  Indicate frequency of pay days

How are monies and securities protected whilst on the premises In a safe  Burglary service  Watchman service  Receptional i.e locked desk

### COVER FOR LOSS OF STOCK

How often and by whom are independent checks made on

Stock and samples held by salesman

Receipt book, counterfoils or copy receipt counterfoils or vouchers

Petty cash against vouchers and receipts and balances tested

All stock, other than that held by Salesmen

State when last check carried out and found to be correct

Details of any other check system carried Out

Give details of systems used for authorising the purchase of goods and recording the receipts?

Give details of system used for the dispatch of goods and ensuring that the Dispatch is recorded and charged to the customer?

  

Is stock kept physically secured in locked stores to which only authorised employees have access and recording of items withdrawn from stock

 Yes No

Are goods ordered independently of counter staff and/or salesman?

 Yes No

Is stock kept on a perpetual inventory system and random checks on high value lines of stock at least once each week?

 Yes No

How is the receipt of goods recorded?

What records of issue from stores are kept?

**DECLARATION**

I/We warrant that the above statements made by me/us or on my/our behalf are true and complete and I/we agree that this proposal shall be the basis of the contract between me/us and Madampesa Insurance Agency. I/we agree to accept a policy in the company's usual form for this class of insurance and to pay premium when called upon to do so.

Date

Signature

Agency