



UNITED INSURANCE CO. (NEPAL) LTD.

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PROPOSAL FORM FOR INSURANCE OF FIDELITY GUARANTEE

EMPLOYER'S REPLIES PLEASE USE BLOCK LETTERS Employee's FULL Name..... Address Profession/Occupation	Rep:
1. How long have known the Applicant, and how did he become known to you ?	
2. Is he at present in your employment, and if so, how long have you employed him ?	
3. What Security has he hitherto given you ? If previously in your employment without Security why is this Guarantee now required ?	
4. Has an application for Guarantee ever been made on Applicant's behalf so far as you know ?	
5. What character did you receive with him from his last employer ? Was he reported as perfectly honest and trustworthy ? What post did he fill ? N.B.- Any references obtained should be forwarded for perusal.	
6. How you always been satisfied with his honesty and general conduct ? Have his accounts always been correct and are they at present in proper order ?	
7. What is amount of Guarantee required ? Is it the only Security you hold or will hold ? If not , give particulars.	
8. In what capacity will the applicant be engaged, and where ?	
9. With respect to the duties and responsibilities of the Applicant, please state as fully as possible:-	
(A) What amount of money will be entrusted to him, at any one time and how long will he hold it ?	(A)
(B) (i) How often do you require him to render a statement of Cash received and pay the same to you or into the band, and how do you verify its correctness.	(B) (i)
(ii) If he will have a floating balance in hand, how often will he be required to produce it ?	(ii)
(C) If he will have the custody of petty cash please state how often the payments there-from will be checked against the vouchers independently of Applicant ?	(C)
(D) How often do you send statements of account to all customers direct by post and independently of Applicant.	(D)
(E) Is he allowed to draw upon the Bank, if so, with what restriction ?	(E)

(F) How often will the Bank Pass Book examined and checked against the Cash Book independently of Applicant ?	(F)
(G) How often do you balance your books, and is there any professional audit ?	(G)
(H) If he will have a stock under his control, please state extreme value and also how often it will be examined and checked independently of Applicant ?	(H)
10. What salary do you give him, and how will it be paid ?	
11. Will there be any other remuneration to the applicant, either by commission or otherwise: if so what ?	
12. Is this remuneration subject to any deduction, such as liability for bad debts etc ?	
13. Is he at present in your debt anyway ?	
14. Is the premium on this Guarantee to be paid by him or you ?	

QUESTIONS TO BE ANSWERED IN CASE OF STOREKEEPERS

1. Estimated greatest value of stock at any time in his custody ?	
2. (a) The manner in which the stock is checked and the period at which such check is undertaken ?	(a)
(b) In additions to this regular stock taking are any additional checks carried out at identified intervals ?	(b)
3. (a) How is receipt of Stock acknowledged by Storekeeper ?	(a)
(b) In addition to the Storekeeper's own records, is an Office record kept of all Bills of Lading, delivery orders and the like ?	(b)
(c) If so, how often are these compared, and by whom ?	(c)
4. (a) Are numbered delivery orders with counter-foils used ?	(a)
(b) Are these made out by another Clerk or Official and by whom Signed ?	(b)
(c) Is a godown Delivery Book kept by the Storekeeper ?	(c)

The above- named Employer declares that this statement is true, and is willing that the above replies should be taken as the basis of contract between the Employer and **United Insurance Co. (Nepal) Ltd.** and agree to accept a Policy upon the express Condition that the accounts of the said Applicant have up to date hereof been correctly rendered and that he is not now, and has not been anyway in default with regard to moneys coming his hands.

Date:

Employer's Signature