

CRESCENT STAR INSURANCE LTD

Nadir House, 2nd Floor, I.I.Chundrigar Road, Karachi-74000.

PABX: (+92 21) 32415471-3, Fax: (+92 21) 32415474

Email: info@cstarinsurance.com

FIDELITY GUARANTEE QUESTIONNAIRE AND PROPOSAL FORM

(Please use a separate sheet wherever necessary)

Name of the Proposer:	
Trade or Business (Give full particulars)	
Address:	
Total number of locations?	
When was the Company established?	

Please answer the following questions as fully as possible

a. Please give total number of employees by title, nature of their work e.g. No. of cashiers, store managers, etc?	
b. What is the hiring procedure and are references taken on new employees?	
c. Are relevant employee(s) allowed to payout of the cash in his/her hand any amount on your account? If so, are these payments previously authorised and subsequently audited?	
d. How frequently are cash-books balanced and entries checked? Are the books externally audited? Please give frequency and state the name of your auditor?	
e. What are the checks in place to detect/discover any irregularities?	
f. Please state number of employees in charge of stock? Please state frequency of inventory checked.	

Previous Insurance/Takaful and Claim History If the answer to any of the following is yes, please provide complete details :

Have you previously been covered / insured? If yes, When and with whom?	
Has the previous a) application been declined?	
b) coverage required increased contribution / premium ?	
c) required special restriction?	
d) been terminated/not renewed by any insurer or Takaful Operator?	
e) Has your company suffered any infidelity loss(es) during the last five years?	

