

## BANKERS BLANKET BOND PROPOSAL FORM

### SECTION A - PARTICULARS OF BANK

1. Title of the Bank including all Banking subsidiary companies in which the Bank has a controlling interest.
  
2. Principal Address
  
3. When Established
  
4. Paid Up Capital .....  
Total Assets .....  
Total Deposits .....  
Total Loans and Discounts .....  
Provisions .....  
Net Profit .....  
Net Worth .....  
Additions to Loan Loss Reserves .....
  
5. Please describe briefly the main activities of the Bank
  
6. State number of
  - (a) current cheque accounts
  - (b) inactive accounts (being those with no movements in or out during the past 12 months)
  - (c) savings and deposit accounts

**SECTION B – STAFF AND LOCATIONS**

7. State the number of Director (Salaried and Permanent only)

8. State the numbers falling in each of the following categories: -

	Head Office	Computer Center	Administration Center	Main Branch	Other Branches	Agencies
(a) Number of Locations						
(b) Number of Employees and Officers (who are not Directors) but including messengers, guards, domestic employees and the like and divided as follows						

**SECTION C - VALUES AT RISK**

	Of: (i) Bearer or Negotiable Securities	(ii) Cash Bullion precious Stones
9. State MAXIMUM value at:		
(a) Head Office .....		
(b) Main Branches .....		
(c) Other Locations .....		
10. State MAXIMUM amount of cash including stock of un-issued travellers cheques:	with any one teller/ cashier	at the entire counter of any one location
(a) Head Office .....		
(b) Main Branches .....		
(c) Other Locations .....		

11. State MAXIMUM amount of cash and bearer and negotiable securities in transit at any one time:

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

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**SECTION D – PARTICULARS OF COVERAGE**

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12. State the LIMIT of INDEMNITY and EXCESS required for BANK POLICY .....

13. Have you in existence any FIDELITY insurance?

If so, state LIMIT AND EXCESS .....  
and with whom arranged (Insurer)  
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14. Has any proposal for insurance of this nature been declined by an Insurance Company or Underwriter at Lloyd's or has any policy been cancelled or renewal thereof refused.

If so, give the reasons stated.

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**SECTION E – SECURITY**

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15. (a) Have you a RULE BOOK or BOOKS or WRITTEN INSTRUCTIONS covering all aspects of your business (including trust activities and discretionary account management) which will be maintained and operated and which clearly define the duties of each Employee ?

(b) Is the attention of each Employee drawn to these instructions as well as ETHICAL GUIDELINES and to their duty of compliance therewith?

16.
  - (a) 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 and for the development and administration of a security programme ?
  - (b) Are Employees trained (and re-trained from time to time) in security and audit control procedures?
17. Are unannounced and irregular changes made in the position of Employees within particular job strata?
18.
  - (a) Is there an internal audit department ?
  - (b) If so,
    - (i) Is there an “internal and control procedures” manual?
    - (ii) Is this manual subject to continuous update? If not, provide frequency.
    - (iii) How many people are employed in the internal audit department?
    - (iv) How often are full internal audits made?
    - (v) Are audits made regularly on a surprise basis?
    - (vi) Are all premises, including computer centres and facilities included in the audit?
    - (vii) Is the person responsible for the auditing forbidden to originate entries?
19. 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.

- (a) Frequency of audit.
  - (b) (i) Does the audit include all banking offices?
    - (ii) If not, what extent does the audit take?
  - (c) Do the auditors visit all branches?
  - (d) (i) Does the firm or Authority regularly review the system of internal control and furnish written reports ?
    - (ii) If so, do these reports go directly to the Board of Directors?
    - (iii) If recommendations are made to the Board of Directors, are they complied with? If not, why?
20. (a) Is joint custody established and maintained for the safeguarding and handling of:-
- (i) Property while in safes and vaults?
  - (ii) All keys to safes and vaults?
  - (iii) Codes, cyphers and test keys?
  - (iv) The reserve supply of official cheques, drafts and un-issued travellers cheques?
  - (v) All types of securities, negotiable and non-negotiable instruments and un-issued and blank forms of said items.
  - (vi) Is dual control established and maintained for the safeguarding of dormant accounts of depositors?
- (b) (i) Are credit arrangements subject to dual signatures and supported by independent verified documentary evidence?
- (ii) Are the duties of each Employee arranged so that no one Employee is permitted to control any transaction from commencement to completion?

	Head Office	Main Branches	Other Locations
<p>21. VAULTS AND STRONGROOMS</p> <p>(a) Are there vaults and strong rooms on the premises?</p> <p>(b) Are they equipped with</p> <p style="padding-left: 40px;">(i) a dial combination lock?</p> <p style="padding-left: 40px;">(ii) time lock?</p> <p style="padding-left: 40px;">(iii) a lockable gate?</p> <p>(c) Are the walls, floors and ceilings of reinforced concrete and lined with steel and in compliance with standard 5R vaults?</p> <p style="padding-left: 40px;">If any of the above are answered "NO", please describe alternative method of or type of protection.</p>			
<p>22. SAFES</p> <p>(a) Are there safes on the premises?</p> <p>(b) Are they equipped with combination locks with a relocking device that will effectively lock the door if the combination is punched?</p> <p>(c) Are safes anchored to the floor or alternatively do they weigh not less than 680 kgs. (1500 lbs) empty?</p> <p style="padding-left: 40px;">If any of the above are answered "NO", please describe alternative method of or type of protection.</p>			
<p>23. DOORS AND WINDOWS</p> <p>(a) Are all doors fitted with substantial locks?</p> <p>(b) Are all windows fitted with substantial lock or barred?</p>			

	Head Office	Main Branches	Other Locations
24. ALARMS			
(a) Are there alarm systems against burglary?			
(b) Are they connected to:			
(i) Central Station?			
(ii) Police Station?			
(iii) Elsewhere (describe)?			
25. TELLERS POSITIONS			
(a) Are there alarm systems against robbery?			
(b) Does each teller have a robbery alarm button or pedal?			
(c) Are tellers' positions protected by anti-bandit glass?			
(d) Are tellers' positions separated from the rest of the Banking Hall by a suitable partition with doors kept locked during Banking Hours?			
(e) Is cash in excess of the amounts referred to in Question 10 of this proposal removed immediately to a locked safe, vault, or other protected place?			
(f) Are all cashiers cash holdings taken to safe/vault when vault is closed?			
(g) 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 left in a safe place. Such "Bait" money should be given to cashiers to be handed out only in the event of robbery.			

	Head Office	Main Branches	Other Locations
26. GUARDS			
(a) Do Police patrol and inspect premises?			
(b) Do you employ guards?			
(c) Are guards protected by bulletproof cages?			
(d) How many night watchmen do you employ?			
27. SAFE DEPOSIT BOXES			
(a) (i) How many safe deposit boxes are there ?			
(ii) How many of these are rented?			
(iii) How many locations provide safe deposit facilities?			
(b) (i) Are all safe deposit boxes in a separate Safe Deposit Vault of minimum 5 R rating ?			
(ii) If not, describe where they are kept.			
(c) Are all boxes under dual control?			
28. TRANSIT			
(a) Is transfer of money and negotiable securities usually made by armoured motor vehicle?			
(b) In respect of all other transits: -			
(i) How many messengers do you employ?			
(ii) Are messengers accompanied by police or armed guards?			
(iii) Are trips scheduled at regular intervals and over varying routes?			
(iv) Is a private conveyance used?			
(v) Do you provide a messenger service for any customers?			



	Head Office	Main Branches	Other Locations
(vi) Do you make up payrolls for customers and deliver them to factories?			
(vii) If so, does your responsibility cease immediately on arrival at customers' premises?			
29. OTHER PROTECTIONS			
(a) Please specify other protection devices such as: -			
Camera systems			
Electrical money traps			
(b) Is there an "All Clear" signal system to warn arriving employees of an opening hour ambush? Is it changed at random?			
(c) Do you require all branches to report "All Clear" to the Head Office?			
(d) Do you have a procedure to safeguard against hidden attacks at closing?			
30. COMPUTER SYSTEM			
(a) Are passwords used to afford varying levels of entry to the Computer System depending on the need and authorisation of the user?			
(b) Are passwords regularly changed when there is any turnover in knowledgeable personnel?			
If passwords are not used, describe the alternative method used.			
(c) Are all source documents secured to prevent unauthorised modification or use of data before entering the computer system?			
(d) Is there an error and exception log which is regularly reviewed and which identifies terminals and user identification number?			
(e) Do personnel inputting data either initial, sign or otherwise identify data they prepare?			

	Head Office	Main Branches	Other Locations
(f) If the use of terminals restricted only to authorised personnel?			
(g) Are unique passwords used to identify each terminal?			

31. Please give in the space provided below, brief details, of any losses you have sustained (whether insured or insured), BEFORE the application of any deductible, which was sustained during the past FIVE YEARS: -

Date Discovered	Location	Nature of Loss	Amount Actual or Estimated

Unless the information has already been provided, Please attach full details of the circumstances surrounding any SUBSTANTIAL loss and the CORRECTIVE MEASURES taken to avoid recurrence.

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 that 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.

Date this ..... day of ..... 2008 .....

FOR & ON BEHALF OF .....

(Insert name of Bank)

\* Signed

Title of Officer

\_\_\_\_\_  
\* Signed

Title of Officer

\_\_\_\_\_  
\* Signed

Title of Officer

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