



Authorised Financial Services Provider

Fidelity guarantee questionnaire

NOTES:

- (a) You may have this questionnaire completed by your auditors if you wish.
- (b) If sufficient space is not available for any information required, please provide it on separate sheets of paper, which should contain your official letterhead and be signed and dated.
- (c) Computer fraud by any person employed in the electronic data processing department or area is excluded from the cover provided by the policy. If such employees are required to be included, a further questionnaire may be required.

1. Insured/Proposer
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2. Do you obtain references directly from former employers for employees responsible for money, goods, accounts and computer operations? YES/NO
3. Are the references written? YES/NO
If the answer is no to 2 or 3 please describe your procedure.....
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4. Are employees receiving cash and cheques in the course of their duties required to pay in daily? YES/NO
If no, describe your system.....
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5. Are receipts written for all cash received YES/NO
If no, describe your system.....
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6. Are cheques received recorded by someone other yes/no than the person responsible for banking?... YES/NO
If no, describe your system.....
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7. Are all employees paid by crossed cheque or credit transfer? YES/NO
If no, describe your system.....
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- 8. Is cash in hand and petty cash checked independently of employees responsible at least monthly? YES/NO
If no, describe your procedure
- 9. Are statements of account sent to customers direct by post at least monthly? YES/NO
If no, describe your system
- 10. Are employees who handle cash or cheques unable to interfere with the despatch of statements of account? YES/NO
If no, describe your system
- 11. Do all cheques drawn for more than R2 000 require two signatures? YES/NO
- 12. In the case of cheques produced by machine or computer printed signatures, is the requisition authorised by at least 2 persons? YES/NO
- 13. Are all blank cheques kept under lock and key with keys being accessible only to the person in charge of them? YES/NO
If the answer is no to 11, 12 or 13, please describe your system
- 14. When manual cheques are being signed does each signatory examine supporting documents? YES/NO
If no, describe your system
- 15. Are bank statements, receipts, counterfoils and supporting documents checked at least monthly against the cash book entries independently of the employees making cash book entries or paying into the bank? YES/NO
If no, describe your system



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16. Is a physical check of stock carried out independently of employees responsible at least quarterly? YES/NO
If no, describe your system

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17. Are different employees acting independently responsible for the ordering of goods, the recording or receipt of such and authorising of payment of them? YES/NO
If no, describe your system

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18. Do your external auditors make at least one full audit per annum? YES/NO
If no, how often?

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19. Their name is:

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20. Is your annual external audit report free from comment on flaws in your system or suggestions to improve your system? YES/NO
If no, please indicate their comments and steps taken to improve the position

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21. Do you have an internal audit team? YES/NO
If yes, please complete the following:

21.1. To whom do they report?

21.2. How frequently are all areas of the company audited?.....

22. Do you use any form of funds transfer?..... YES/NO
If yes, please give details (further information may be requested)

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- 23. Are any of your accounting, salary or stock control functions computerised?..... YES/NO
If yes
 - 23.1. Are security checks built into your computer operations? YES/NO
 - 23.2. Do your
 - 23.2.1. Internal auditors supervise computer security? (Leave blank if no internal audit function exists) YES/NO
 - 23.2.2. External auditors examine your computer security?..... YES/NO
- 24. Have there been any losses due to dishonesty of employees, partners or directors within the last five years..... YES/NO
If yes, please give details.....
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- 25. Have you had any stock shortages in the past 5 years? YES/NO
If yes, please explain and advise the percentage which the shortage bears to total turnover
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DECLARATION

I confirm that the particulars in this questionnaire are true and complete and that I have not withheld any material information nor am I aware (after due enquiry) of any incidents that could lead to a claim other than those listed in 24 or 25 above.

DATE **AUTHORISED SIGNATORY**

DESIGNATION