

LLOYD'S WORLDWIDE BANKERS' POLICY PROPOSAL FORM

PLEASE NOTE: Every Proposer or Assured, when seeking a quotation, taking out or renewing an Insurance Policy, has a legal obligation to reveal to the prospective Insurers any material fact or information which might affect the judgment of the Insurer in deciding whether to accept the insurance or assessing the conditions of that insurance. Failure to observe this obligation could void any contract entered into at inception.

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. Authorised Capital Paid up capital. Total Assets. Total Deposits Total Loans and Discounts. These should be as shown in the last Annual Statement or report.	(Please enclose a copy with this Proposal Form)					
5. Do you consider the character of your business essentially to be that of a :- (a) Commercial Bank ? (b) Private Bank ? (c) Merchant Bank ? or (d) Otherwise (please give details) ? Please describe briefly the main activities of the Bank to amplify answers (a) – (d) above.						
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.						
7. Name of Correspondent Bank or Agent in London						
SECTION B – STAFF AND LOCATIONS						
8. State the number of Directors (Salaried and Permanent only)						
9. State the numbers falling in each of the following categories :-	Head Office	Computer Centre	Administ-ration Centre	Main Branches	Other Branches	Agencies
(a) Number of Locations						
(b) Number of Employees and Officers (who are not Directors) but including Employees of all grades including messengers, guards, domestic employees and the like and divided as follows	(i) Banking Duties					
	(ii) Non – Banking Duties.					

SECTION C – VALUES AT RISK			
10. State MAXIMUM value at:- (a) Head Office (b) Main Branches (c) Other Locations	(i) Bearer or Negotiable Securities		(ii) Cash Bullion, precious Stones and Similar interest
11. State MAXIMUM amount of cash including stock of unissued travellers cheques at :- (a) Head Office (b) Main Branches (c) Other Locations	With any one teller/ cashier		At the entire counter of any one location
12. State MAXIMUM amount of cash and bearer negotiable securities in transit at any one time :- (a) Head Office (b) Main Branches (c) Other Locations	By Armoured Motor Vehicle		By Messenger (s)
	Cash	Securities	Cash Securities
SECTION D – PARTICULARS OF COVERAGE			
13. State the LIMIT OF INDEMNITY required for BANKERS POLICY			
14. (a) Is Forged Securities Extension required (b) Is additional cover excess of the Bankers Policy limit required in respect of (i) any Insuring Clause of the Policy (ii) Vault risk only.	(a) (i) (ii)		
15. Have you in existence any blanket FIDELITY insurances ? If so, state amount And with whom arranged (Insurer)			
16. Has any proposal for insurance of this nature been declined by any Insurance Company or Underwriter at Lloyd's or has any Policy been cancelled or renewal thereof refused ? If so, give the reasons stated.			
SECTION E – CLAIM EXPERIENCE			
17. Please give in the space provided below, brief details, of any loss or losses you may have sustained (whether insured or uninsured), 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.			

SECTION F - SECURITY

18. (a) Have you a RULE BOOK or BOOKS or WRITTEN INSTRUCTIONS covering all aspects of your business 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 and to their duty of compliance therewith ?

(c) Are the duties of each Employee arranged so that no one Employee is permitted to control any transaction from commencement to completion

19. (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 devices and for the development and administration of a security programme ?

(b) Are Employees trained (and re-trained from time to time) in security procedures?

20. (a) Are unannounced and irregular changes made in the position of Employees within a particular job strata ?

(b) Are all Employees required to take an uninterrupted holiday of at least two weeks in each calendar year during which they perform no duties and are required to stay away from the bank premises ?

21. (a) Is joint custody established and maintained for the safeguarding of :

(i) Property while in safes or vaults ?

(ii) All keys to safes and vaults ?

(iii) Codes, cyphers and test keys ?

(b) Is dual control established and maintained for the handling of :-

(i) All types of securities, negotiable and non-negotiable instruments and un-issued and blanks forms of said items ?

(ii) The reserve supply of official cheques, drafts and unissued travellers cheques ?

(iii) Dormant accounts of depositors?

(iv) Codes, cyphers and test keys?

<p>22. (a) Is there an internal audit department ?</p> <p>(b) If so,</p> <p>(i) Is there an "audit and control procedures" manual ?</p> <p>(ii) How many people are employed in the internal audit department ?</p> <p>(iii) How often are full internal audits made ?</p> <p>(iv) Are audits made regularly on a surprise basis?</p> <p>(v) Are all premises, including computer centres and facilities included in the audit ?</p> <p>(vi) Is the person responsible for the auditing forbidden to originate entries ?</p>			
<p>23. State the name of the independent firm of Chartered Accountants or professional Auditors or other competent Authority who fully audit your Accounts annually.</p> <p>In addition, please state</p> <p>(a) Frequency of audit.</p> <p>(b) (i) Does the audit include all banking offices? (ii) If not, what extent does the audit take?</p> <p>(c) Do the auditors visit all branches ?</p> <p>(d) (i) Does the firm or Authority regularly review the system of internal control and furnish with written reports ? (ii) If so, do these reports go directly to the Board of Directors?</p>			
<p>State details of :-</p>	<p>Head Office</p>	<p>Main Branches</p>	<p>Other Locations</p>
<p>24. VAULTS AND STRONGROOMS</p> <p>(a) Are there vaults and strongrooms on the premises ?</p> <p>(b) Are they equipped with</p> <p>(i) a dial combination lock ?</p> <p>(ii) time lock ?</p> <p>(iii) a lockable day gate ?</p> <p>(c) (i) Are the walls, floors and ceiling of reinforced concrete and lined with steel ?</p> <p>(ii) State thickness of walls</p> <p>(d) (i) State the name of the manufacturer of the vault door.</p> <p>(ii) State Type, Age and Reference Number of door</p> <p>(iii) Are doors of arc, torch and drill resistive materials ?</p> <p>(iv) Do they have anti explosive device in the doors ?</p> <p>If any of the above are answered "NO" please describe alternative method of or type of protection.</p>			
<p>State details of :-</p>	<p>Head Office</p>	<p>Main Branches</p>	<p>Other Locations</p>

<p>25. 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) (i) State the name of the manufacturer. (ii) State Type, Age and Reference Number. (iii) Are safes fitted with combination locks ? (iv) Are doors of arc, torch and drill resistive material ? (v) Do safes have an anti-explosive device in the door ?</p> <p>(d) Are safes anchored to the floor or alternatively do they weigh not less than 680 kgs. (1500 lbs) empty ?</p> <p>If any of the above are answered "NO" please describe alternative method of or type of protection.</p>			
<p>26. DOORS AND WINDOWS</p> <p>(a) Are all doors fitted with substantial locks?</p> <p>(b) Are all windows fitted with substantial locks or barred ?</p>			
<p>27. ALARMS</p> <p>(a) Are there alarm systems against Burglary</p> <p>(b) Are they connected to:</p> <p>(i) Central Station?</p> <p>(ii) Police Station ?</p>			
<p>28. TELLER POSITIONS</p> <p>(a) Are there alarm systems against robbery?</p> <p>(b) Does each teller have a robbery alarm button or pedal?</p> <p>(c) Are tellers' positions protected by anti-bandit glass?</p> <p>(d) Are teller's positions separated from the rest of the Banking Hall by a suitable partition with doors kept locked during Banking Hours ?</p> <p>(e) Is cash in excess of the amounts referred to in Question 11 of this proposal removed immediately to a locked safe, vault or other protected place ?</p> <p>(f) Are all cashiers cash holdings taken to safe / vault when vault is closed ?</p> <p>(g) Are cashiers provided with "Bait" or "Decoy" money ?</p> <p>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.</p>			

<p>29. GUARDS</p> <p>(a) Do Police patrol and inspect premises?</p> <p>(b) Do you have armed guards :- (i) by day ? (ii) by night ?</p> <p>(c) Are they provided by (i) Police ? (ii) Agency ? (iii) The Bank itself ?</p> <p>(d) Are they protected by bullet proof cages? (e) How many nightwatchmen do you employ ?</p>			
<p>30. SAFE DEPOSIT BOXES</p> <p>(a) (i) How many safe deposit boxes are there ? (ii) How many of these are rented ? (iii) How many locations provide safe deposit facilities ?</p> <p>(b) (i) Are all safes deposit boxes in a separate Safe Deposit Vault ? (ii) If not describe where they are kept</p> <p>(c) Are all boxes under dual control ?</p>			
	Head Office	Main Branches	Other Locations
<p>31. TRANSIT</p> <p>(a) Is transfer of money and negotiable securities usually made by armoured motor vehicle?</p> <p>(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 irregular intervals and over varying routes ? (iv) Is a private conveyance used ? (v) Do you provide a messenger service for any customers ? (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?</p>			
<p>32. OTHER PROTECTIONS</p> <p>Please specify other protection devices such as Camera systems, Electrical money traps or any other security measures not mentioned herein</p>			

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 Lloyd's Bankers 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.

Dated this day of20.....

FOR & ON BEHALF OF(Insert name of Bank)

- * Signed by Insurance Officer
- * Signed by Chief Accountant
- * Signed by Security Officer