



FIDELITY GURANTEE CLAIM FORM

<p>IMPORTANT NOTICE: THE ISSUING OF THIS FORM IS NOT TO BE TAKEN AS ADMISSION OF LIABILITY BY THE INSURERS. ALL QUESTIONS MUST BE ANSWERED</p>	
POLICY NUMBER	
POLICY PERIOD	From To.....
1.Name of Insured in full
Address	P.O. Box.....
Occupation
2.i) Full Name of the fraudulent staff	i).....
ii) His/ her recent or last known address	ii).....
 Tel. No
iii) Date of first employment with you
IV) Did you obtain references at the time of his/her employment with you? If so from who?
3a) State fully the occupation and duties of the fraudulent employee
3b) For how long and in what manner has the default been carried on and concealed?
4. What led to its discovery?	
5.a) What is the amount of the fraud as ascertained at present?	
b) does the employee agree to the amount of the deficiency?	
c) If not, what efforts have been made to reconcile the difference?	

<p>6.i) when was the matter reported to police and to which station?</p> <p>ii) Has any court action been taken or has the defaulter been prosecuted. If so, date and nature of judgement.</p> <p>If not please advise what other efforts are being made to recover the money from the thieving employee (s)</p>	<p>i) Timeam/pm Police station (please attach police abstract report)</p>
<p>7. Have you any indemnity or security in respect of the defaulter other than the above policy? If so give particulars.</p>	
<p>8. Has the defaulter, so far as you know any property or other remuneration or allowance which but for the default would have been due to the defaulter</p>	<p>Property</p> <p>Salary.....</p> <p>Allowance.....</p> <p>Retirement Benefits</p> <p>Others.....</p>
<p>9.a) Has a proposal for settlement been put forward by the defaulter?</p> <p>b) If not please explain why?</p>	

I/WE DECLARE the foregoing particulars to be true and complete.

Date: _____

_____ (Signature and Stamp of Insured)

Please fully complete the above questions and return the claim form with the following:

- Detailed statement of how the loss occurred
- Police report
- Details of prosecution of fraudulent employee (s)
- Detailed breakdown of loss amount
- Transaction documents in support of the amount embezzled
- Steps taken to recover the monies from the 'thieving' employee (s)
- Audit report relating to the above loss.
- Steps taken to avoid occurrence of a similar loss
- Employment Contract of the defaulting Employee
- Dismissal Letter of the Defaulting Employee