

<p>1. Full name of Employer: Address:  Business: PIN No:</p>	
<p>2. Has any application for Fidelity Insurance been made to any other Company or Underwriters? If so, state date, name of Company or underwriters, and the result</p>	
<p>3. Give particulars of any losses suffered during the last five years through dishonesty of your Employees and the steps taken to prevent the recurrence</p>	
<p>4. (a) Has any Employee power to operate on your Banking Account? (b) State maximum amount of any one cheque:- (i) On the signature alone (ii) Jointly with another Employee</p>	
<p>5. What system do you use to prevent inclusion of fictitious names in the Pay Roll?</p>	
<p>6. How soon after receipt of Money are Employees required to account for same?</p>	
<p>7. Are they required to bank collections in full to your credit at once or remit to you forthwith?</p>	
<p>8. HOW OFTEN AND BY WHOM ARE:-</p> <p>(a) Employees Receipt Book Counterfoils checked against their report collections</p> <p>(b) Accounts prepared and rendered direct to customers, and also the subsequent procedure to clear outstanding accounts?</p> <p>(c) Cash Book entries checked with Pass Book Receipt Counterfoils and Vouchers?</p> <p>(d) Petty Cash payments similarly checked and the capability of Employee to produce balance tested?</p> <p>(e) Your Books balanced?</p> <p>(f) Your professional audit arrangements carried out?</p> <p>(g) Traveller's Stocks physically checked?</p> <p>(h) Other Stocks Physically checked?</p> <p>(i) Physical surprise and spot checks operated</p>	<p>(a) _____ by _____</p> <p>(b) _____ by _____</p> <p>(c) _____ by _____</p> <p>(d) _____ by _____</p> <p>(e) _____ by _____</p> <p>(f) _____ by _____</p> <p>(g) _____ by _____</p> <p>(h) _____ by _____</p> <p>(i) _____ by _____</p>

