

THEFT BY EMPLOYEE AND/OR VOLUNTEER PROPOSAL

Please complete in CAPITAL LETTERS in ink



Name of Organisation _____

Important Note

The quotation offered by the Company on receipt of this Proposal will assume that the Minimum Standards in respect of supervision, accounting procedures, and for checking the security of money and goods together with the requirements for taking up references for new employees comply with the Minimum Standards of Control and the References Condition which are attached to this document, **and which should be retained by you.**

1.	State the Limit of Indemnity required for any one claim - tick appropriate box	£50,000 <input type="checkbox"/>	£100,000 <input type="checkbox"/>
2.	State		
	a) Estimated annual wages and salaries of all employees	£ <input type="text"/>	
	b) Total number of employees	<input type="text"/>	
	c) Total number of volunteers	<input type="text"/>	
3.	Has there been occasion to question the honesty of any Insured Person to be insured, during the past 5 years? If YES please give details	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	Do you use any form of Electronic Funds Transfer? <i>If YES, please give full details of the Systems in use (eg HOBS, Royline or similar) and the security checks employed to prevent unauthorised transactions.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.	Are any of your Accounting, Salary or Purchasing functions computerised? If YES	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	a) Are security checks built into your computer operations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	b) Is your computer security examined by external auditors?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	c) Has a security firm vetted your computer security? <i>If YES please give details</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.	In respect of any of the risks to which this Proposal relates and any organisation in which your personnel have been engaged, have there been any losses or claims within the last 5 years, whether insured or not? <i>If YES, please give details of</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	a) Date		
	b) Circumstances		
	c) Amount		
	d) Steps taken to prevent a recurrence		

This Summary of Cover is designed as a guide only to the cover provided. Full details can be obtained from Keegan and Pennykid (Insurance Brokers) Ltd.

Theft by Employee and/or Volunteers

Covers:

- * losses caused by an act of fraud or dishonesty of an employee including Auditors Fees incurred in substantiating the amount of a claim.
- * the cost of rewriting or amending software program which is necessary following a claim to avoid recurrent loss
- * Cover is provided on an all employees and volunteers basis
- * Choice of £50,000 or £100,000 Limit of Indemnity available
- * The Limit of Indemnity is 'any one claim'; one claim consists of all amounts stolen by an insured person or insured persons acting in collusion throughout the whole period of cover.
- * Cover will be subject to the agreement of minimum standards of control in respect of supervision, accounting procedures and checking the security of money or goods.