



# PRESTIGE ASSURANCE PLC

19, LIGALI AYORINDE STREET, VICTORIA ISLAND, LAGOS

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## PROPOSAL FORM FOR FIDELITY GUARANTEE INSURANCE PROPOSAL INSURANCE

**"AN INSURANCE AGENT WHO ASSISTS AN APPLICANT TO COMPLETE AN APPLICATION OR PROPOSAL FORM FOR INSURANCE SHALL BE DEEMED TO HAVE DONE SO AS THE AGENT OF THE APPLICANT"**

Client No..... Policy No.....

Client Name.....

Address.....

Postcode.....

Contact Name.....

Phone No..... Fax No.....

### PLEASE ATTACH ADDITIONAL PAGES AS NECESSARY

1. Business (Describe fully).....

2. Please provide details of current insurance.....

3. Has your Organisation changed its mode of operations during the last 3 years?  
Yes No (If yes, please provide details).....

4. Does your Organisation plan to expand or vary the type of operations during the coming 12 months? Yes  
No (If yes, please provide details) .....

5. From how many locations does your Organisation operate?.....

6. Have you had any losses for this type of insurance during the last 5 years? .....

7. Please describe your internal Audit Procedures.....

8. Please describe your External Audit Procedures.....

9. Do the audits include all locations? Yes..... No (If no, please advise reasons).....

10. Do the results of audits go directly to the Board? Yes..... No.....

11. Are employees' duties so arranged that no one employee is permitted to control a transaction from beginning to end?  
Yes..... No.....

12. Do all manually signed cheques require two or more signatures? Yes.....

13. What is the largest amount of cash held at the premises at any onetime?.....

14. Are all paid employees required to take an uninterrupted holiday of at least 2 weeks in each calendar year during which they perform no duties and are required to stay away from the Organisation's premises?.....

