

QBE FLEXIBLE Solutions™

PACKAGED COMMERCIAL INSURANCE

SUPPLEMENTARY PROPOSAL - Fidelity Guarantee Insurance

- for QBE CORPORATE Cover
- for QBE COMMERCIAL Cover

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SUPPLEMENTARY PROPOSAL

A. INSTRUCTIONS

This proposal form is designed to minimise your paperwork when it comes to fidelity guarantee insurance.
Use it in conjunction with your QBE CORPORATE or QBE COMMERCIAL Flexiwrite Proposal.

B. DETAILS OF THE PROPOSED INSURED

1. Principal place(s) where business is conducted
.....
.....
2. Establishment or purchase date of business
.....
.....
3. Type of business or occupation
.....
.....

C. DETAILS OF BUSINESS

1. a) Do you engage in any occupation or business other than as declared above? YES NO
If "YES", please provide details
.....
- b) Do you conduct business outside the country? YES NO
If "YES", please specify country/countries and the percentage of your business carried out in these
.....
2. Do you utilise external auditors? YES NO
If "YES", complete following:
 - a) Name of external auditors
 - b) How frequently do they audit - Cash
 - Negotiables
 - Accounts
 - Inventory
 - b) Who do they report to?

c) Are their internal control/security recommendations adopted without exception? YES NO

If "NO", provide full details

.....

d) Do they audit all aspects and locations of your business? YES NO

If "NO", provide full details

.....

2. Do you have an internal audit department? YES NO

If "YES", complete following

a) How many persons are employed?

b) Are they forbidden to originate entries? YES NO

If "NO", provide full details

.....

c) Do they audit all aspects and locations of your business? YES NO

If "NO", provide full details

.....

d) Do they conduct "surprise" audits? YES NO

e) Who do they report to?

D. EMPLOYEE DETAILS

NOTE "Employees" means those persons whom you remunerate by way of salary or wage and who are employed by you under a contract of service or apprenticeship or hired or seconded from another party into your service but does not mean a broker, factor, commission agent, consignee, contractor or other agent or any non-executive partner in or director of your organisation.

1. How many Employees handle or have responsibility for money, negotiable instruments, accounts or inventory or exercise managerial functions for those duties?

.....

2. How many other Employees?

.....

3. Are you likely to substantially increase your Employee numbers during the period of insurance due to:

- seasonal activity or other circumstances? YES NO

- expansion or merger? YES NO

- 4. When engaging, promoting or transferring Employees, do you satisfy yourself as to their honesty and good character having regard to the nature of their proposed duties? YES NO
- 5. Are the duties of each Employee arranged so that no one Employee is permitted to control any transaction from commencement to completion? YES NO
- 6. Is joint custody by two or more Employees maintained for the safeguarding of:
 - property while in safes and vaults? YES NO
 - all keys/combinations to safes or vaults? YES NO
- 7. Is dual control by two or more Employees maintained for the handling and signing of:
 - bank accounts? YES NO
 - drafts and cheques? YES NO
 - cash? YES NO
 - all types of securities including negotiable and non-negotiable instruments? YES NO

E. INSURANCE COVER

SUM INSURED * Limit any one employee and in respect of all employees

F. SUPPLEMENTARY PROPOSAL DECLARATION

The answers and statements made in the QBE CORPORATE or QBE COMMERCIAL Flexiwrite Proposal also apply to the cover being applied for under this supplementary proposal.

The answers to the questions in this supplementary proposal for fidelity guarantee are also subject to the declaration in the QBE CORPORATE or QBE COMMERCIAL Flexiwrite Proposal.

Name and position:

Signed:

Date: __/ __/ __

Asia Pacific Head Office

Level 7, 345 George Street
Sydney N.S.W. 2000
Australia

Tel: +612 9375 4444
Fax: +612 9375 4070
www.qbe.com/asiapacific

Licensed insurers for the Pacific Islands region:

Fiji

QBE Insurance (Fiji) Limited
QBE Centre
Victoria Parade
GPO Box 101
Suva, Fiji

Tel: + (679) 331 5455
Fax: + (679) 330 0285
Info: info.fiji@qbe.com
www.qbe.com/asiapacific

PNG

QBE Insurance (PNG) Limited
QBE Building
Musgrave Street
P O Box 814, Port Moresby
Papua New Guinea

Tel: + (675) 3212 144
Fax: + (675) 3214 756
Info: info.png@qbe.com
www.qbe.com/asiapacific

Solomon Islands

QBE Insurance (International) Limited
Panatina Plaza
Prince Philip Highway
P.O. Box 764
Honiara
Solomon Islands

Tel: + (677) 38884
Fax: + (677) 38887
Info: info.sol@qbe.com
www.qbe.com/asiapacific

Vanuatu

QBE Insurance (Vanuatu) Limited
La Casa, D'Andrea Building
Port Vila
P.O. Box 186
Vanuatu

Tel: + (678) 22299
Fax: + (678) 23298
Info: info.van@qbe.com
www.qbe.com/asiapacific

French Polynesia

QBE Insurance (International) Limited
Immeuble Gallieni
Front de Mer
P.O. Box 283
Papeete, Tahiti – French Polynesia

Tel: + (689) 50 66 00
Fax: + (689) 50 66 01
Info: info.fp@qbe.com
www.qbe.com/asiapacific

New Caledonia

QBE Insurance (International) Limited
5 Rue Anatole-France
BP 449
98845 Noumea-Cedex
New Caledonia

Tel: + (687) 246300
Fax: + (687) 287717
Info: qbe@qbe.nc
www.qbe.com/asiapacific

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