

Fidelity Guarantee Claims Form

PLEASE FILL FORMS IN 'CAPITAL LETTERS'

I/ We _____
 of _____
 hereby notify _____ of My/Our intention to claim reimbursement
 within the terms of policy no _____ for the loss of money/ securities/
 stocks and/ or other property belonging to Me/Us which has been directly appropriated and /or converted in a manner constituting fraud and/or dishonesty
 by Mr./Mrs./Miss _____
 aged _____ whose last known address is _____
 _____ while employed by Me/Us as _____
 in respect of which employment the said Mr/Mrs /Miss _____
 was guaranteed within the terms of the above numbered policy. I/We have provided over leaf an accurate
 and detailed description of the circumstances surrounding such loss and of the methods employed by the
 said Mr/Mrs /Miss _____
 To appropriate My/Our property without My/Our knowledge, together with the relevant dates and
 amounts comprising such loss.

I/We declare that the replies to the following questions are true and complete to the best of My/Our
 knowledge and belief; that appropriate enquiries and investigations have been made to ensure the accuracy of
 such replies and that I/We have not withheld any information which may prejudice the interests of the company
 in the assessment of My/Our claim.

D	D	M	M	2	0	Y	Y
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Date

Signature

Title/ Designation

For and on behalf of _____

FAILURE TO ANSWER ANY QUESTIONS FULLY MAY NECESSITATE CORRESPONDENCE AND DELAY IN DECISION

1. Please state:

- (a) exact period of the alleged defaulter's employment
 (b) known period of defalcation
 (c) exact date of discovery of defalcation
 (d) date of the alleged defaulter's last attendance in your
 employment
 (e) whether dismissed or resigned total amount of default as at
 present ascertained

- (a) From: _____ to: _____
 (b) From: _____
 (c) _____
 (d) _____
 (e) _____

2. Have you previously had any reason to doubt the alleged
 defaulter's integrity?

3. Have the police been notified? If not, please state reason

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4. (a) Have you challenged the alleged defaulter with the accusation contained herein and, if so, what was his reaction or reply and has he offered any restitution?

(b) Are you willing to institute, in your own name, civil proceedings against the alleged defaulter for recovery of the amount claimed?

5. What precautions have been introduced to prevent a further loss in similar circumstances?

(if space does not suffice for a full answer to be given, a detailed statement should be attached) .

6. Please state under the appropriate headings any amounts due to, but withheld from, the alleged defaulter, which amounts should be deducted from the total amount of the loss in any settlement of the intended claim.

(a) security deposit

(b) salary

(c) commission

(d) pension contributions refundable

(e) other moneys

Statement of further particulars relating to the loss

I/ We

declare to the best of My/Our knowledge and belief the following statement embodies a true and full description of the circumstances in which the loss occurred and that it provides, inter alia, complete and accurate details so far as at present known or ascertained relating to:

I. The methods used by the alleged defaulter to appropriate My/Our property.

II. The dates, amounts and items involved in each such default.

III. The steps taken by the alleged defaulter to avoid detection and/or conceal the loss.

IV. The manner in which the loss was discovered:

a) By seeking restitution from the alleged defaulter, or

b) By claiming reinsurance under any other policy or insurance guarantee or security affording

Me/Us protection against such loss.

N. B.

Where the policy has been entered into on the basis that the employer shall be responsible for securing satisfactory references in respect of employees, the appropriate references relating to the alleged defaulter should be forwarded to the company with this form.