Application

COMPREHENSIVE CRIME POLICY (CRIMEGUARD)

FL- 163 CRIMEG

AIG

1. NAME OF APPLICANT AND PRINCIPAL LOCATION _____

_____

2. NATURE OF OPERATIONS _____

3. ANNUAL TURNOVER _____

4. NUMBER OF LOCATIONS _____

5. NUMBER OF EMPLOYEES _____

6. A) NAME OF EXTERNAL AUDITORS _____

B) DO THEY AUDIT ALL OPERATIONS? _____

C) IF ANY RECOMMENDATIONS HAVE BEEN MADE ABOUT INTERNAL SYSTEMS, PLEASE EXPLAIN. _____

_____

7. IS THERE AN INTERNAL AUDIT DEPARTMENT? YES [ ] NO [ ]

DO THEY:

A) HAVE AN ESTABLISHED AUDIT CYCLE FOR ALL OPERATIONS? YES [ ] NO [ ]

B) AUDIT ALL PREMISES ON A REGULAR BASIS? YES [ ] NO [ ]

C) AUDIT COMPUTER RECORDS IN STORAGE? YES [ ] NO [ ]

D) AUDIT ALL EDP FUNCTIONS? YES [ ] NO [ ]

E) APPROVE ALL AMENDMENTS TO COMPUTER PROGRAMS BEFORE THEY ARE RELEASED TO USERS? YES [ ] NO [ ]

F) RUN A "TEST DECK" TO DETECT CHANGES MADE WITHOUT AUTHORIZATION? YES [ ] NO [ ]

G) CARRY OUT REGULAR, RANDOM AND SURPRISE CHECKS ON STOCKS OF RAW MATERIALS, WORK IN PROGRESS AND FINISHED GOODS? YES [ ] NO [ ]

8. WHAT PROCEDURES ARE USED FOR RECRUITING STAFF AND ASSESSING THEIR SUITABILITY FOR POSITIONS OF TRUST?

_____

9. ARE ALL STAFF REQUIRED TO TAKE TWO WEEKS UNINTERRUPTED HOLIDAY EACH YEAR?

_____

10. ARE WAGES/SALARIES INDEPENDENTLY CHECKED AGAINST PERSONNEL RECORDS?

_____

11. ARE DUTIES OF EMPLOYEES SEGREGATED SO THAT NO INDIVIDUAL CAN CONTROL ANY OF THE FOLLOWING TRANSACTIONS FROM COMMENCEMENT TO COMPLETION? _____

A) SIGNING CHECKS ABOVE US$5,000.00. _____

B) ISSUING FUNDS TRANSFER INSTRUCTIONS? _____

C) ISSUING AMENDMENTS TO FUNDS TRANSFER PROCEDURES? _____

D) INVESTMENT IN AND CUSTODY OF SECURITIES OF OTHER VALUABLES (INCLUDING BLANK CHECKS, TRAVELERS CHECKS, BILLS OF EXCHANGE, ETC.)?

_____

E) AUTHORIZING CAPITAL EXPENDITURE? _____

12. ARE MONTHLY STATEMENTS OF ACCOUNT SENT TO CUSTOMERS INDEPENDENTLY OF EMPLOYEES RECEIVING PAYMENT?

_____

13. IS RECONCILIATION OF BANK STATEMENTS AND CLIENT ACCOUNTS CARRIED OUT BY PERSONS NOT AUTHORIZED TO DEPOSIT/WITHDRAW FUNDS, ISSUED FUNDS TRANSFER INSTRUCTIONS OR DISPATCH ACCOUNTS TO CLIENTS?

_____

14. A) DOES YOUR COMPUTER SYSTEM OFFER A DIAL UP FACILITY? _____

B) IF SO, IS THIS RESTRICTED SOLELY TO PROVIDING INFORMATION OR TO PROVIDING AN ELECTRONIC MAIL FUNCTION?

_____

15. A) ARE PASSWORDS USED TO AFFORD VARYING LEVELS OF ENTRY TO THE COMPUTER SYSTEM DEPENDING ON THE NEED AND AUTHORIZATION OF THE USER? YES [ ] NO [ ]

B) ARE PASSWORDS REGULARLY CHANGED WHEN THERE IS ANY TURNOVER IN KNOWLEDGEABLE PERSONNEL?
IF PASSWORDS ARE NOT USED, DESCRIBE THE ALTERNATIVE METHOD USED.

C) ARE ALL SOURCE DOCUMENTS SECURED TO PREVENT UNAUTHORIZED MODIFICATIONS OR USE OF DATA BEFORE ENTERING THE COMPUTER SYSTEM? YES [ ] NO [ ]

D) IS THERE AN ERROR AND EXCEPTION LOG WHICH IS REGULARLY REVIEWED AND WHICH IDENTIFIES TERMINALS AND USER IDENTIFICATION NUMBER? YES [ ] NO [ ]

E) IS THE USE OF TERMINALS RESTRICTED ONLY TO AUTHORIZED PERSONNEL? YES [ ] NO [ ]

F) ARE UNIQUE PASSWORDS USED TO IDENTIFY EACH TERMINAL? YES [ ] NO [ ]

16. WHAT IS THE ANNUAL VOLUME OF FUNDS TRANSFER INSTRUCTIONS GIVEN TO FINANCIAL INSTITUTIONS?

17. A) WHAT PROCEDURE IS USED TO ISSUE AND AUTHORIZE SUCH INSTRUCTIONS?

B) ARE THESE ALL ON A PRE-FORMATTED BASIS? YES [ ] NO [ ]

C) ARE THE BANKS REQUIRED TO AUTHENTICATE ANY INSTRUCTIONS BEFORE PAYMENT? YES [ ] NO [ ]

D) ARE ALL INSTRUCTIONS CONFIRMED IN WRITING WITHIN 24 HOURS? YES [ ] NO [ ]

18. DO YOU ISSUE CREDIT/CHARGE CARDS TO EMPLOYEES?

IF SO:

A) WHAT IS THE MAXIMUM CREDIT LIMIT?

B) ARE EMPLOYEES DIRECTLY RESPONSIBLE TO THE CREDIT CARD COMPANY FOR SETTLING MONTHLY STATEMENTS?

C) WHEN AN EMPLOYEE LEAVES THE COMPANY IS THE CREDIT/CHARGE CARD ISSUER IMMEDIATELY ADVISED THAT THE CARD SHOULD BE CANCELLED AND THAT THE EMPLOYEE IS RESPONSIBLE FOR ALL OUTSTANDING DEBTS?

19. WHAT IS THE MAXIMUM VALUE OF MONEY, SECURITIES, PRECIOUS METALS AND/OR JEWELRY ON PREMISES?

A) DURING BUSINESS HOURS?

B) AFTER BUSINESS HOURS?

20. WHAT IS THE MAXIMUM VALUE OF STOCK HELD AT ANY ONE LOCATIONS?

21. WHAT PHYSICAL PROTECTION METHODS ARE USED TO SAFEGUARD PROPERTY? (I.E. LOCKS ON DOORS AND WINDOWS, SECURITY CAGES, CLOSED CIRCUIT TELEVISION, METAL SHUTTERS, ETC.).

22. IS ACCESS TO ALL BUSINESS PREMISES CONTROLLED?

23. ARE PREMISES OCCUPIED AFTER BUSINESS HOURS?

24. ARE ALL PREMISES FITTED WITH ALARMS WHICH ARE MAINTAINED IN PROPER WORKING ORDER AND CONNECTED AT ALL TIMES AFTER BUSINESS HOURS?

ARE THESE CONNECTED TO: [ ] A) CENTRAL STATION? [ ] B) POLICE STATION?

25. HAVE ANY SECURITY SURVEYS BEEN CARRIED OUT IN THE LAST THREE YEARS WHOSE RECOMMENDATIONS HAVE NOT BEEN TAKEN UP? YES [ ] NO [ ]

WHAT WERE THEY AND WHY WERE THEY NOT TAKEN UP?

26. IS TRANSFER OF MONEY AND NEGOTIABLE SECURITIES USUALLY MADE BY ARMORED VEHICLE? YES [ ] NO [ ]

IF NOT, PLEASE DESCRIBE TRANSIT PROCEDURE IN FULL.

27. PLEASE PROVIDE BRIEF DETAILS OF ANY LOSSES SUSTAINED DURING THE PAST FIVE YEARS BEFORE APPLICATION OF ANY DEDUCTIBLE AND WHETHER INSURED OR NOT.

DATE DISCOVERED	LOCATION	NATURE OF LOSS	AMOUNT

PLEASE ATTACH FULL DETAILS OF THE CIRCUMSTANCES OF ANY SUBSTANTIAL LOSS AND THE CORRECTIVE MEASURES TAKEN TO AVOID RECURRENCE.

NOTICE: ANY PERSON WHO KNOWINGLY AND WITH THE INTENT TO DEFRAUD PROVIDES FALSE INFORMATION IN AN INSURANCE APPLICATION, OR PRESENTS, ASSISTS, OR MAKES A FRAUDULENT CLAIM FOR THE PAYMENT OF A LOSS OR OTHER BENEFIT, OR PRESENTS MORE THAN ONE CLAIM FOR THE SAME INCIDENT OF DAMAGE OR LOSS, WILL COMMIT A FELONY AND IF CONVICTED WILL BE SENTENCED FOR EACH VIOLATION WITH A FINE OF NO LESS THAN FIVE THOUSAND ($5,000) DOLLARS AND NOT EXCEEDING TEN THOUSAND ($10,000) DOLLARS, OR BE SENTENCED TO IMPRISONMENT FOR A THREE (3) YEAR TERM, OR BOTH PENALTIES. IN THE EVENT OF AGGRAVATING CIRCUMSTANCES, THE TERM COULD BE INCREASED TO A MAXIMUM OF FIVE (5) YEARS; IN THE EVENT OF INTERVENING EXTENUATING CIRCUMSTANCES IT COULD BE REDUCED UP TO A MINIMUM OF TWO (2) YEARS.

SIGNING THIS PROSOPOSAL FORM DOES NOT BIND THE PROPOSER TO COMPLETE THIS INSURANCE.

DATED: _____

FOR AND ON BEHALF OF (APPLICANT'S NAME): _____

SIGNED: _____

TITLE OF OFFICER: _____

PLEASE ATTACH LATEST ANNUAL REPORT

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