

Commercial Crime Insurance Application Form



Please answer all questions fully, and including all subsidiaries. If there is insufficient space, please provide further details as appropriate.

Copies of the following documents should be submitted with this Application Form:

- Latest Consolidated audited report and accounts for the Company
- Latest interim statement (if applicable)

Section 1 - Details of Applicant

Name of Company	<input type="text"/>
Principal Address	<input type="text"/>
	<input type="text"/>
Website Address	<input type="text"/>
E-mail Address	<input type="text"/>
Country of Registration	<input type="text"/>
Date of Establishment	<input type="text"/>
Nature of Business	<input type="text"/>

Are all subsidiaries to be covered? Yes No

Please give details of any acquisitions or mergers since the last published accounts

<input type="text"/>
<input type="text"/>
<input type="text"/>

Are there any Employee Plans to be covered? Yes No

If 'Yes',
Can you confirm that 100% of pension plan funds are managed by an independent professional investment management company? Yes No

Please detail any company pension plans in Section 10 at the end of this form

Geographic Split of operations

Region	Employee count	Payroll for previous year	Estimated Payroll for forthcoming year	Locations
Canada	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
UK	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Europe	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
USA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asia/Pacific	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 2 - Employee Procedures

When recruiting or promoting employees responsible for money, stock, financial, treasury or computer programming functions do you:

- Obtain written or verbal references covering, at least, the three years immediately preceding recruitment or promotion and are these kept on file? Yes No
- Undertake qualification and criminal checks as appropriate? Yes No
- Do you have an employee manual that is distributed to all staff? Yes No
- Do you have a written procedure that allows employees to report suspected fraud? Yes No
- Do you outsource any normal company functions to third party organizations? (e.g. IT, Human Resources, etc) Yes No

If 'Yes', please provide details

Do you require coverage for outsourced operations? Yes No

- If 'Yes',
Are such outsourced operations performed under written contract? Yes No
- Do you retain the right to audit the performance of such services? Yes No
- Have you vetted the outsource company for competency, financial stability and honesty? Yes No

Section 3 - Internal Control Procedures

Are duties segregated so that no one individual can complete the following from beginning to end in the following procedures;

- Opening new bank accounts or amending bank mandates? Yes No
- Investment in/custody of securities? Yes No
- Appointing new suppliers or awarding contracts? Yes No
- Ordering, receiving and payment of goods, raw materials or services? Yes No
- Authorization of capital expenditure? Yes No
- Loans and borrowings? Yes No
- Disposal of assets above CAN\$5,000? Yes No
- Do you issue corporate cards to employees? Yes No

If 'Yes', please explain spending and settlement controls

- Are bank statements independently reconciled with customer accounts by employees not authorized to deposit or withdraw funds from the account? Yes No
- Are statement of account, for all amounts, sent to customers independently of employees receiving payment? Yes No
- What is the maximum amount any one individual can solely sign on cheques?
- Is all supporting documentation validated before signing cheques or authorising payments above CAN\$5,000? Yes No

Section 4 - Stock Procedures

What is the maximum value of money, securities, precious metals and jewellery etc on any one premises / all premises?

Any one location

All locations

During business hours

Outside business hours

What is the maximum value of stock, work in progress and raw materials at any one location?

Are all premises protected by an intruder alarm connected to a central station or police station?

 Yes No

How frequently are independent physical counts carried out on stock, work in progress and raw materials and reconciled against stock records?

Section 5 - Funds Transfer Procedures

What is the average, annual and maximum value of funds transfer instructions given to financial institutions?

Average

Annual

Maximum

How are funds transfers initiated? E.g. computer, written, telephone, fax, BACS, CHAPS

Are duties segregated so that at least two employees are required to issue or amend funds transfer instructions?

 Yes No

Are transfer beneficiaries predetermined and notified to your bank/financial institution?

 Yes No

Is there a system of codes or passwords to enable the bank/financial institution to verify the authenticity of the message?

 Yes No

For fax initiated transfers, are call backs by the bank/financial institution used to verify the payment to someone other than the initiator, prior to the release of funds?

 Yes No

Is the receipt of funds verified by the beneficiary within 24 hours?

 Yes No

Section 6 - Treasury Procedures

Do you have a treasury department? If no please go to Section 7

 Yes No

How many employees are there in the treasury department?

What is the total estimated annual amount of funds under management?

Are any dealing or trading roles carried out?

 Yes No

If 'Yes', what are these?

How often does management examine treasury reports to analyse for variances against budget?

Are the employees involved in dealing or trading subject to strict levels of authority?

 Yes No

Please describe action taken in the event of a breach in trading authority

Section 7 - Computer System Procedures

Have you implemented unique per user passwords offering different levels of access to the computer system? Yes No

How frequently are passwords changed?

Are passwords automatically withdrawn when employees leave? Yes No

Are error and exception logs regularly reviewed? Yes No

Are data file generations/back ups stored off site in a restricted area? Yes No

Are programs protected to detect unauthorized changes? Yes No

Do you offer a dial-up facility to the computer system for use by your employees? Yes No

Do you provide an internet facility? Yes No

Is access to your website password protected? Yes No

If you use your own server;
Do you have firewall protection? Yes No

Does firewall testing alert and log any intrusion attempts? Yes No

How often are firewalls checked and upgraded?

If firewall intrusion testing is carried out by outside consultants, who are these?

Do you have online trading capability? Yes No

If 'Yes', what is your estimated revenue for the next 12 months from online trading?

Section 8 - Audit Controls

Name of External Auditors

Year of appointment

Do external auditors cover all subsidiaries, operating companies and locations? Yes No

If 'No', please provide details

Have you complied with all auditor recommendations following the last audit? Yes No

If 'No', please provide details

Do you have an internal audit department? Yes No

Is there an internal audit committee which monitors and reports directly to the board? Yes No

Is there an established audit cycle auditing all premises on a regular and "snap" basis? Yes No

If 'No', please provide details

Does the internal audit include all internet, IT and funds transfer functions? Yes No

Section 9 - Losses and Convictions

Please provide full details of any losses sustained by the applicant (whether insured or not) within the last 5 years.

In the event that a loss has been discovered, what remedial action has been taken to avoid recurrence?

Has any director or partner ever been convicted or charged with a criminal offence other than a motoring offence? Yes No

If 'Yes', please provide details

Declaration

I/we declare that to the best of my/our knowledge and belief the answers given on this application form whether by me/us or on my/our behalf are complete and true and that I/we have not withheld any material information.

I/We am/are authorized to complete this Application Form on behalf of all parties entitled to coverage under this insurance.

Signed			
Company			
Capacity		Date	

Section 10 - Company Pension Plans

To be completed if coverage required for company pension plans.

Name of Plan	Year Established	Total Assets	Investment Managers

QBE Services Inc.

Bay-Adelaide Centre, 333 Bay Street, Suite 520, Toronto, Ontario, M5H 2R2, Canada

tel 416 682 5930 fax 416 682 5948

email enquiries@ca.qbe.com

www.QBEcanada.com

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