

Important Notice

· Answer all questions leaving no blank spaces.

Details of entities to be insured (the "Proposer")

- · If you have insufficient space to complete any of your answers, continue on your headed paper.
- It is the intention of Underwriters that any Contract of Insurance with the Proposer shall be based upon the answers and information provided in this Proposal Form and any other additional information provided by the Proposer. If a quotation is offered it will be the intention of Underwriters to offer coverage only in respect of those entities named in answer to Question 1.
- Completion of this form does not bind the Proposer or Insurer to complete the insurance transaction.

1 | General Information

Proposer's Name:	
ID number (if Sole Trader):	
Head Office (Physical Address):	
	Postal Code:
Postal Address:	
	Postal Code:
Company Reg No:	VAT No:
Professional Association(s):	
Contact Person:	Contact number:
Email:	Website:
Date Company Established / Services Commenced: **As currently constituted* (If commenced within the past 24 months – Please attach CV of key personnel/Directors/Principals)	/ /
Date Company Established / Services Commenced: As initially established:	/ /
Company Legal Constitution:	Partnership / Private Company / Public Company / Close Corporation / Non-profit Organisation / Government / Sole Proprietor

Activities of proposer

What are your main services/activities?



Proposal Form

1.1. Please list the Proposer and any subsidiaries that must be included within cover:

Countries in which		Number of locations		Number of employees		Revenue		
the Proposer has operations	Type of activities	Prior Year	Current Year	Prior Year	Current Year	Currency	Prior Year	Current Year

NOTE: Please remember that an entity can only be included as a subsidiary if:

- The Proposer owns more than 50% of that subsidiary
- The entities are under the Proposer's direct control

For the rest of the proposal form, the Proposer means all the branches and entities to be insured under this policy. This means that the questions must be answered in a way that discloses their weaknesses too.

2 | Insurance History

indemnity.

now being proposed?	have you in the past been Insure	•	YES	NO
If YES , please state:	Insurers:			
Limit of Indemnity:		R		
Excess:		R		
Premium:		R		
Date of expiry of coverage	je:			
Retroactive Date:				
	e now being proposed, has any In		YES	NO
2.2.1. Required an increa2.2.2. Refused to accept	sed premium, deductible/excess or or renew any insurance for the Pro	imposed special terms?	YES	NO
2.2.1. Required an increa	sed premium, deductible/excess or or renew any insurance for the Pro	imposed special terms?		
2.2.1. Required an increa2.2.2. Refused to accept2.2.3. Cancelled the insurequired Cover	sed premium, deductible/excess or or renew any insurance for the Pro	imposed special terms?	YES	NO
2.2.1. Required an increa2.2.2. Refused to accept2.2.3. Cancelled the insurequired Cover	sed premium, deductible/excess or or renew any insurance for the Prop rance?	imposed special terms?	YES	NO



4	Previous Loss	es / Existing	Circumstances
---	---------------	---------------	---------------

present Principal? 4.1.2. Cause any loss to the Proposer, any predecessor or any past or present Principal? YES NO NO	excess	s) which might:					
A.1.3. Otherwise affect the consideration of this proposal for insurance? If YES, please provide details: Please list all incidences of employee dishonesty and cybercrime against the Proposer over the past 5 years. Date of Loss Date of Discovery Amount Lost Description of Incidences of Exercise of Proposer over the past 5 years. Date of Loss Date of Discovery Amount Lost Description of Incidences of Exercise of E	4.1.1.		t the Proposer, any predecessor or a	ny past or	YES	NO	
Please list all incidences of employee dishonesty and cybercrime against the Proposer over the past 5 years. Date of Loss Date of Discovery Amount Lost Description of incidences of employee dishonesty and cybercrime against the Proposer over the past 5 years. Date of Loss Date of Discovery Amount Lost Description of incidences of employees and contractors who are the proposer's direct supervision? This includes contractors who are treated similarly to ordinary employees. Total Staff (both permanent and temporary)	4.1.2.	Cause any loss to the Prop	poser, any predecessor or any past o	r present Principal?	YES	NO	Ť
Please list all incidences of employee dishonesty and cybercrime against the Proposer over the past 5 years. Date of Loss Date of Discovery Amount Lost Description of incid. What steps have been taken to prevent a recurrence and/or mitigate future losses of a similar nature? What steps have been taken to prevent a recurrence and/or mitigate future losses of a similar nature? Staff Count by area Permanent Includes persons who the proposer has contractually engaged with for a period of one year or longer. Finance Admin HR Stock (including warehousing, purchasing, sales, etc.)	4.1.3.	Otherwise affect the cons	ideration of this proposal for insurar	nce?	VEC	No	+
Date of Loss Date of Discovery Amount Lost Description of incid. What steps have been taken to prevent a recurrence and/or mitigate future losses of a similar nature? Aff Risk How many people (employees and contractors) are under the Proposer's direct supervision? This includes contractors who attreated similarly to ordinary employees. Total Staff (both permanent and temporary) Staff count by area Permanent Includes persons who the proposer has contractually engaged with for a period of one year or longer. Finance Admin HR Stock (including warehousing, purchasing, sales, etc.)		If YES , please provide deta	ails:		YES	NO	
What steps have been taken to prevent a recurrence and/or mitigate future losses of a similar nature? aff Risk How many people (employees and contractors) are under the Proposer's direct supervision? This includes contractors who attreated similarly to ordinary employees. Total Staff (both permanent and temporary) Staff count by area Permanent Includes persons who the proposer has contractually engaged with for a period of one year or longer. Finance Admin HR Stock (including warehousing, purchasing, sales, etc.)	Please	e list all incidences of empl	loyee dishonesty and cybercrime a	ngainst the Proposer over t	the past 5 yea	nrs.	• • • •
aff Risk How many people (employees and contractors) are under the Proposer's direct supervision? This includes contractors who attreated similarly to ordinary employees. Total Staff (both permanent and temporary) Staff count by area Permanent Includes persons who the proposer has contractually engaged with for a period of one year or longer. Finance Admin HR Stock (including warehousing, purchasing, sales, etc.)		Date of Loss	Date of Discovery	Amount Lost		Description of in	cide
aff Risk How many people (employees and contractors) are under the Proposer's direct supervision? This includes contractors who attreated similarly to ordinary employees. Total Staff (both permanent and temporary) Staff count by area Permanent Includes persons who the proposer has contractually engaged with for a period of one year or longer. Finance Admin HR Stock (including warehousing, purchasing, sales, etc.)							
aff Risk How many people (employees and contractors) are under the Proposer's direct supervision? This includes contractors who attreated similarly to ordinary employees. Total Staff (both permanent and temporary) Staff count by area Permanent Includes persons who the proposer has contractually engaged with for a period of one year or longer. Finance Admin HR Stock (including warehousing, purchasing, sales, etc.)							
aff Risk How many people (employees and contractors) are under the Proposer's direct supervision? This includes contractors who attreated similarly to ordinary employees. Total Staff (both permanent and temporary) Staff count by area Permanent Includes persons who the proposer has contractually engaged with for a period of one year or longer. Finance Admin HR Stock (including warehousing, purchasing, sales, etc.)							
Staff count by area Permanent Includes persons who the proposer has contractually engaged with for a period of one year or longer. Finance Admin HR Stock (including warehousing, purchasing, sales, etc.)	What	steps have been taken to p	prevent a recurrence and/or mitig	ate future losses of a simil	ar nature?		
Includes persons who the proposer has contractually engaged with for a period of one year or longer. Finance Admin HR Stock (including warehousing, purchasing, sales, etc.)	aff R How r treate	Risk many people (employees a ed similarly to ordinary em	nd contractors) are under the Pro			s contractors who	o ar
Admin HR Stock (including warehousing, purchasing, sales, etc.)	aff R How r treate	Risk many people (employees a ed similarly to ordinary em	nd contractors) are under the Pro			s contractors who	o ar
HR Stock (including warehousing, purchasing, sales, etc.)	aff R How r treate Total	Risk many people (employees a ed similarly to ordinary em Staff (both permanent and	nd contractors) are under the Proployees. If temporary) Permanent Includes persons who the property contractually engaged with	poser's direct supervision? Teleproposer has	This includes	s contractors who	o ar
Stock (including warehousing, purchasing, sales, etc.)	aff R How r treate Total	Risk many people (employees a ed similarly to ordinary em Staff (both permanent and ff count by area	nd contractors) are under the Proployees. If temporary) Permanent Includes persons who the property contractually engaged with	poser's direct supervision? Teleproposer has	This includes	s contractors who	o ar
purchasing, sales, etc.)	How retreate	Risk many people (employees a ed similarly to ordinary em Staff (both permanent and ff count by area	nd contractors) are under the Proployees. If temporary) Permanent Includes persons who the property contractually engaged with	poser's direct supervision? Teleproposer has	This includes	s contractors who	o ar
Other white collar workers	Adn	Risk many people (employees a ed similarly to ordinary em Staff (both permanent and ff count by area	nd contractors) are under the Proployees. If temporary) Permanent Includes persons who the property contractually engaged with	poser's direct supervision? Teleproposer has	This includes	s contractors who	o ar
	Fina Adn HR Stoo	Risk many people (employees allowed similarly to ordinary em Staff (both permanent and ff count by area ance nin	nd contractors) are under the Proployees. If temporary) Permanent Includes persons who the property contractually engaged with	poser's direct supervision? Teleproposer has	This includes	s contractors who	o ar



Proposal Form

5.2.	Background	checks pe	rformed pri	or to hiri	ing new	staff and/o	r promotir	ng staff t	o positions of	f trust:
------	------------	-----------	-------------	------------	---------	-------------	------------	------------	----------------	----------

	5.2.1.	All staff are all checked for criminal records and there are no convictions relating to dishonesty.	YES	NO	
	5.2.2.	Not all staff have been checked for criminal records, but staff in positions of trust (those controlling or having access to money and/or stock) are checked and there are no known convictions.	YES	NO	
	5.2.3.	Not all staff have been checked for criminal records, but there are no known convictions.	YES	NO	
	5.2.4.	There are staff who have a criminal records and/or history of dishonesty.	YES	NO	
	5.2.5.	All staff are checked for negative credit records and there are no negative records.	YES	NO	
	5.2.6.	Not all staff have been checked for negative credit records, but staff in positions of trust (those controlling or having access to money and/or stock) are checked and there are no known negative records.	YES	NO	
	5.2.7.	No staff are checked for negative credit records.	YES	NO	
5.3.	Do yo	u have an enforced leave policy?	YES	NO	
5.4.	Does t	the Proposer outsource the payroll function to an independent third party?	YES	NO	
5.5.		payroll function is not outsourced, please advise how regularly someone who is not not e and preparation checks to ensure that only current employees are on the payroll?	rmally involved in t	he payroll's	5
	At l	east once a month At least once a quarter At lea	st once every 6 mor	nths	
	At l	east once a year Less often			

6 | Financial Risk

6.1. Please complete the below in respect of the first party and third party funds held and/or managed by the Proposer and all subsidiaries required to be covered hereunder:

Currency	Last Financial Year		Current Fir	ancial Year	Forthcoming Financial Year Estimate		
			/ /		/ /		
	South Africa	Non-South African	South Africa	Non-South African	South Africa	Non-South African	
Gross Annual Revenue							
Third Party Funds Held							

6.2.	Are third party funds held in separate bank accounts to the Proposer's
	own funds?



6.3.	Are th	ird party funds held in a single pool of funds?	YES		NO		N/A	
6.4.	Please	e indicate which of the below require dual authority to process:						
	6.4.1.	EFT / Payment instructions	YES		NO		N/A	
	6.4.2.	Cheque	YES		NO		N/A	
	6.4.3.	Loading or amending payment beneficiary details	YES		NO		N/A	
	6.4.4.	Petty cash disbursements	YES		NO		N/A	
	6.4.5.	Purchase / Procurement / Requisition orders	YES		NO		N/A	
6.5.	least o	ere controls and procedures in place which require that there is alwa one executive and/or employee in a managerial position which autho ayment?			YES		NO	
6.6.	both a	e a segregation of duties between persons loading and releasing pay are required to check that payment is being made against a suitable ment (e.g. signed purchase order, delivery note or similar)?			YES		NO	
6.7.		e an annual formal budgeting process where deviations from budge	t require	managem	ent review	and app	roval?	
	No f	formal budget						
	Yes,	there is a budget but it is a guideline only and is not strictly enforced						
	Yes,	there is a formal budget but small purchases outside the budget do not	require m	nanagemen	t approval			
	Yes,	there is a formal budget and any deviation requires management approx	val					
6.8.	How d	oes the Proposer ensure that payments are made to the legitimate/o	correct ba	ank accour	nt?			ı
	Alwa	ays ask for a cancelled cheque or letter from the bank						
	Alwa	ays ask for bank details on the beneficiary's letterhead						
	No f	formal procedure in place						
	Oth	er consistently adhered to procedure, per the below explanation						
6.9.	Can pa	ayment only be made into accounts which are pre-determined as an ciary?	approved	I	YES		NO	



Cā	amargue	Proposal Form					
6.10.		cedures in place which require staff to confirm that electria email) are from a legitimate source, as well as verifying n?		YES		NO	
6.11.	Is a financial institution requ specified mandate before pa	uired to authenticate the instruction in accordance with a syment is released?		YES		NO	
6.12.	5 5	ount need to remain unpaid before someone, other than collections, contacts the non-paying customer?	the				
	Up to 60 days						
	Up to 90 days						
	Up to 120 days						
	More than 120 days						
6.13.		he invoices and perform the debtors' collections able to dit notes so that outstanding debtors are removed from	the	YES		NO	
7 0	Cash Risk						
	e purposes of this section, "Cas iable securities such as cheques	h" shall include petty cash, payments by debtors, creditors' p	ayments, etc	c. Near c	ash includ	es coins an	d

What is the typical maximum amount of cash and near cash on hand at any one time in a single location?

Less than R 50,000	
Less than R 100,000	
Less than R 250,000	
Less than R 2,500,000	
More than R 2,500,000	

7.2. Is the Proposer paid in cash for goods/services?

Never	
Less than once a month	
Typically less than 5 times a month	
Typically less than 20 times a month	
More than 20 times a month	



7.4.

7.5.

7.6.

Commercial Crime Proposal Form

1

7.3. How often are cash reconciliations done	e?
--	-----------

Daily	
At least weekly	
At least monthly	
Less often	
Not applicable	
Are the bank reconciliations and cash book entries done by the same person?	
No, the Proposer's processes don't allow this	
Yes, but it happens very seldom	
Yes, frequently.	
If you answered "Yes, frequently", to the above, please advise what risk management is in p to prevent and/or detect fraud:	olace
How often are all the Proposers' bank statements reconciled?	
At least weekly	
At least monthly	
At least quarterly	
Other intervals	
If the bank statements are reconciled less frequently than quarterly and/or not reconciled, advise what risk management is in place to prevent and/or detect fraud:	please
Is physical access to the Proposer's cheque books properly secured?	



Proposal Form

8 | Stock Risk

Should cover not be required for the theft of stock, please leave this section blank. Should this section not be completed, cover will be excluded for losses arising out of theft of stock and/or property.

For the purposes of the following questions, the term stock not only includes the Proposer's own property but also third party property in the Proposer's care (such as items sent for repairs, third party warehousing, transport services and money/securities stored on behalf of others).

8.1. What is the typical maximum value of stock in the Proposer's care at any one branch/office?

Less than R 30,000	Less than R 10,000,000	
Less than R 250,000	Less than R 25,000,000	
Less than R 1,000,000	Less than R 50,000,000	
Less than R 2,500,000	More than R 50,000,000, per the below	
Less than R 5,000,000		

8.2. Please complete the following in order to provide an estimate of the type of stock held:

Description	(%)	Description	(%)
Low value raw materials		Non-precious metals and similar	
Medium value raw materials		Precious metals	
High value raw materials		Finished goods	
Electronic equipment		Motor-vehicles and related parts	
Electronic consumer items (phones, tablets etc.)		Consumer items, including foodstuffs	

8.3.	How Is	s physical access to the stock controlled?			
8.4.		ese premises connected to an intruder alarm which is connected to a central station r policy station, with intruder alarms maintained in proper working order?	YES	NO	
8.5.	segre	describe the process of controls involving the movement of stock, highlighting any po pation of duties is used, as well as how the legitimate instructions to move stock are ver dividual involved in the scenarios below NOT be an employee of the Proposer, please a	rified in the bel		
	8.5.1.	Acceptance of stock into the Proposer's care and/or onto their premises.			



3.5.3.	Discharge of stock from the Proposer's care and/or from their premis	es.		
of sto weigl	e event of weighbridges being utilized to determine the amount ock which enters and leaves the Proposer's premises, are these abridges secured to ensure that they are tamper-proof and ced regularly in line with product manufacturer specifications?	YES	NO	N/A
	e event of weighbridges being utilized, please confirm that the les are physically inspected to ensure that readings are accurate	YES	NO	N/A
	hat the weight is in no way manipulated?			
and t	that the weight is in no way manipulated? tock documents generated by an automated computer system or an advantage of the documents means the documentation used for controlling the receiving	-		
and t	tock documents generated by an automated computer system or a	-		
Are standard	tock documents generated by an automated computer system or an advantage of the document of the receiving the rece	-		
Are stock On Ma	tock documents generated by an automated computer system or an advantage documents means the documentation used for controlling the receiving ly computer generated documentation is used	-		

Frequency	By staff involved in the day-to-day stock keeping	By independent staff not involved in the day-to-day stock keeping
At least once a month		
At least once every 3 months		
At least once every 6 months		
At least once a year		
Stock takes are not always done every 12 months		



8.10.	Are the people who normally work with the stock able to distort the results of a stock take so that theft of stock
	remains undetected?

	No, employees who work with the stock are not able to distort stocktake	results					
١	Yes, it is possible that employee who work with the stock can distort stoc	ktake results					
1	N/A, no formal stocktakes done						
If y	ou answered Yes to the above question, please detail how the Proposer n	nanages the	risk of con	cealed st	ock theft?	,	
Did	d the results of stocktakes during the past 12 months suggest that ad	equate cont	rol over ti	ne stock	was being	g maintaine	d?
7	The results clearly show that excellent control is being maintained						
٦	The results show that reasonable control is being maintained						
1	The results were inconclusive						
٦	The results indicated a problem in stock controls						
1	N/A, stocktakes not done						
	you answered that the results were inconclusive or indicated a problem wi being managed	th stock con	trol, please	e elabora	te on how	the risk of s	itoc
 Wh	nat is the percentage of total annual stock which is written off in a ye	ar due to u	nexplaine		_		
				a snorta	ges?		
	es the proposer have separate receiving and dispatching bays?	YES		NO	ges?		
oe	es the proposer have separate receiving and dispatching bays? (ES, please answer questions below				ges?		••••
ooe f Y					ges?		• • • •
ooe f Y	ES, please answer questions below				ges?		• • • •
 Doe	TES, please answer questions below Do any of the staff overlap between these two areas?				ges?		



9.2.

9.3.

9.4.

Commercial Crime

Proposal Form

8.14.	How much of the are	a containing stock is	s monitored	using CCTV	coverage?
-------	---------------------	-----------------------	-------------	------------	-----------

All of the area containing stock			
At least 90% of the area containing stock			
At least half of the area containing stock			
Only the entrances and exits			
Limited or no coverage			
For what duration is CCTV footage retained?			
ror what duration is CCI v footage retained?			
idit and Controls			
Please provide signed and dated audited financials for the last financial year. If these reason below:	e are not a	available, plea	ase provide a
Not trading long enough to have a full years financial statements			
Not required to have audited financials due to:			
o external auditors audit all operations at least annually?		YES	NO
f ' YES' , please provide the name of the firm:			
re all locations/branches audited?		YES	NO
lave all recommendations by external auditors regarding internal controls seen complied with following your last audit?		YES	NO
If ' NO ', please provide further details below:			

9.5. Are stocktake results reviewed and independently confirmed by external auditors?

YES

NO



Proposal Form

9.6.	Please answer	the following	g questions	regarding interna	l audits, if applicable
------	---------------	---------------	-------------	-------------------	-------------------------

Does the Proposer have an internal audit department?	YES	NO	
Is there and established audit cycle?	YES	NO	
How many staff are assigned to this department?		N/A	
What is the frequency of the audit cycle?		N/A	
Are surprise audits made?	YES	N/A	

9.7.	How often does the Proposer's internal audit department investigate the Proposer's bank
	account details given to debtors?

At least once a quarter	
At least once a year	
Less than once a year	
N/A. No internal audit department	

9.8.	Does the Proposer have mechanisms in place for ensuring that all of the controls and
	procedures of the Proposer are consistently adhered to by staff?

YES		NO	
-----	--	----	--

10 | Computer Risks

10.1. How often are banking and other finance passwords changed?

At least once every month	
At least once every three months	
Sometimes longer than three months	

If you answered that changes occur longer than three months, please elaborate on any risk management procedures in place surrounding this:

10.2. Does the Proposer have a (consistently adhered to) process to quickly revoke the computer access of those who leave the Proposer's employ?

Γ				
	YES		NO	

If 'NO', please elaborate on any risk management procedures in place surrounding this:



Proposal Form

10.3.	How often does	the Proposer	run anti-virus updates	on its computers?
-------	----------------	--------------	------------------------	-------------------

They are run automatically as often as they are available	
They are updated occasionally	
No specific policy is enforced	
Not known/cannot be determined	

10 4	Does the	Proposer	run a	firewall	with	Intrusion	Prevention	Services?
10.4.	Dues tile	PIODOSEI	i uii a	IIIEWall	WILLI	IIILI USIOII	Pieveillion	Sei vices:

YES		NO	
YES		NO	

10.5. Does the Proposer run a stateful firewall? A stateful firewall keeps track of the state of network connections (such as TCP streams, UDP communication) traveling across it. It is programmed to distinguish legitimate packets for different types of connections. Only packets matching a known active connection will be allowed by the firewall; others will be rejected.

10.6. How often are firewall updates/upgrades run?

They are run automatically as often as they are available	
They are updated occasionally	
No specific policy is enforced	
Not known/cannot be determined	

10.7. Have the Proposer's employees had awareness training on the risks of opening unsolicited emails or clicking on unknown links?

Yes, formal training has been provided	
Yes, informal training has been provided	
No, no training has been provided	

10.8. Have the Proposer's employees had awareness training on the risks of relying on payment instructions, requests to change banking details and similar instructions over email (i.e. spoofing and/or fake president attacks)?

Yes, formal training has been provided	
Yes, informal training has been provided	
No, no training has been provided	

10.9. What security measures does the Proposer enforce when mobile devices (laptops, smart phones, tablets, etc.) synchronise with the Proposer's mail server?



Commercial CrimeProposal Form

10	10	Are:	all the	Proposer's	devices	nassword	protect	od?
IU	.IV.	Are	au uie	Proposer s	devices	Dassword	protecti	eu:

YES		NO	

10.11. Is the "remote wipe" facility is enabled on those devices with that functionality?

YES			NO	
-----	--	--	----	--

11 | Special Consideration Industries

11.1. Does the Proposer engage in any of the following:

Acting as a financial institution	
Agricultural Co-operatives	
Gambling of any nature	
General hauliers (including logistics and third party warehousing)	
Government or state-owned entities	
Hospitality and/or tourism industry	
Jewellery sales	
Labour broking services	
Production and/or storage of pharmaceuticals (except pharmacies)	
Retail, production and/or storage of alcoholic beverages	
Retail, production and/or storage of high value electronics (TV's, audio equipment etc.)	
Retail, production and/or storage of motor spares or vehicles	
Retail, production and/or storage of tobacco	
Retail, production and/or warehousing of cell phones, airtime and handset sales	
Security companies and/or cash distribution	



Proposal Form

Declaration

We declare that the statements and particulars in this proposal form are true to the best of our knowledge and belief and that we have not misstated, suppressed or omitted any material facts. We agree that this proposal form together with any other information supplied by us shall form the basis of any contract of Insurance effected thereon and shall be incorporated therein. We undertake to inform Insurers of any material alteration of these facts whether occurring before or after completion of the contract of Insurance.

We acknowledge that if this proposal is accepted, the contract of insurance will be subject to the terms and conditions as set out in the policy wording as issued or as otherwise specifically varied in writing by Camargue Underwriting Managers (Pty) Ltd.

Privacy Statement

I/We consent to Camargue Underwriting Managers processing my/our personal information as per the Privacy Statement which may be accessed here: https://www.camargueum.co.za/legal

Name	Capacity
Signature of the Proposer	Date DD/MM/YYYY
Broker Details	
Broker:	
Contact Person:	Tel:
Email:	Fax number: