

FIDELITY GUARANTEE PROPOSAL FORM

M.E / AGENT / BRANCH

POLICY NUMBER

Please note that no cover is in force until this proposal has been accepted by Amana Takaful (Maldives) PLC in writing and the Takaful contribution paid in full. (Refer Contribution Payment Warranty) All questions must be fully answered. Benefits under the policy may not be payable in the event of non-disclosure or misrepresentation of material facts.

Please complete in BLOCK CAPITALS throughout and tick (✓) boxes where appropriate.

1. DETAILS OF PROPOSER(S)

(a) Name in Full / Trade Name : Dr. / Mr. / Ms. / M/S

(b) Postal address :

(c) Business Registration No. : (d) NIC No. :

(e) Business / Occupation :

(f) Contact Details : Mobile Number : E-mail :

Fixed Line : Fax :

2. PERIOD OF TAKAFUL REQUIRED

From : / / To : / /

3. DETAILS OF THE PREMISES PERTAINING TO THIS PROPOSAL TO BE COVERED

(a) Full Address of Premises to which this proposal relates (if different from postal address) :

(b) Business or Profession/Occupation :

4. PARTICULARS OF EMPLOYEES TO BE COVERED

#	Full Name	Position	Age	Years of Service	Limit of Guarantee per employee (MVR)	Limit of Guarantee in the aggregate (MVR)

(a) Have any of your employees, past or present, proved to be dishonest in the course of their duties? YES ☐ NO ☐

If YES, please give details :

(b) Please state :

(i) the largest amount any employee is allowed to retain :

(ii) how often such amounts are accounted for and by whom?

(c) Are any of your employees authorized to sign cheques? If so : YES ☐ NO ☐

(i) will they be countersigned and by whom? _____

(ii) if not countersigned, up to what limits may they be signed? _____

(d) Does one employee act as both Cashier and Book-keeper? _____

(e) Do your receipts for money received have :

(i) counterfoils YES ☐ NO ☐

(ii) a printed serial number YES ☐ NO ☐

(f) Do any of your employees named in the Schedule pay out wages/salaries? If so : YES ☐ NO ☐

(i) who will check wages or salary sheets with staff record? _____

(ii) who will compare salary or wages cheque(s) with the sheets? _____

(g) How often and by whom is :

(i) cash audit made : _____

(ii) a full audit made : _____

(h) Has any Takaful / Insurance company cancelled or declined to accept or discontinued any of your certificates?
If YES, please state Takaful / Insurance company and give details : YES ☐ NO ☐

5. QUESTIONS REGARDING SYSTEM OF CHECK

(1) Is a good system of records maintained and is it up to date?	YES ☐	NO ☐
(2) Are the duties of each staff member clearly defined?	YES ☐	NO ☐
(3) Is the division of responsibilities between departments, sections and individuals well defined so that no one person handles a transaction from beginning to end?	YES ☐	NO ☐
(4) Are independent checks of work carried out in the accounting, cash and stock sections?	YES ☐	NO ☐
(5) Is there a proper system of authentication of vouchers for payments?	YES ☐	NO ☐
(6) Is there regular (at least once a month) balancing of cash and stock book and reconciliation with control records?	YES ☐	NO ☐
(a) Is there an imprest system if petty cash funds?	YES ☐	NO ☐
(b) Is it in the custody of one person only?	YES ☐	NO ☐
(7) Is there a strict system of cash receipts control, including traveller's cheques?	YES ☐	NO ☐
(8) Is the system of daily bank deposits independently checked?	YES ☐	NO ☐
(9) Is there a proper control of bank account operations and cheques?	YES ☐	NO ☐
(10) Is regular (at least once a month) bank reconciliations and checks of receipt counterfoils and vouchers made?	YES ☐	NO ☐
(11) Are the approval and control of bills received carried out by responsible staff?	YES ☐	NO ☐
(12) Is there a regular balancing and control of debtor accounts with statements sent regularly to all debtors?	YES ☐	NO ☐
(13) Is there a regular control of credit notes by senior accounting staff?	YES ☐	NO ☐
(14) Are perpetual records for all categories of stock assets independently maintained by physical control?	YES ☐	NO ☐
(15) Is there a close supervision of storage and custody of all stocks maintained?	YES ☐	NO ☐
(16) Are all deliveries to and from stores properly authorised?	YES ☐	NO ☐
(17) Are all dealings in investments authorised by Board and is there a control of registers, certificates, etc.	YES ☐	NO ☐
(18) Is capital expenditure controlled by the Board?	YES ☐	NO ☐
(19) Is there a regular independent system of internal audit of the activities off all persons guaranteed made?	YES ☐	NO ☐
(20) Is a full external audit (at least once annually) carried out?	YES ☐	NO ☐

IMPORTANT

YOU ARE REMINDED OF THE NEED TO DISCLOSE ANY FACTS WHICH THE COMPANY WOULD TAKE INTO ACCOUNT IN THE ASSESSMENT AND ACCEPTANCE OF THIS PROPOSAL. IF YOU HAVE ANY DOUBTS AS TO WHETHER CERTAIN FACTS ARE RELEVANT, PLEASE ASK YOUR INSURANCE / TAKAFUL BROKER OR AGENT OR AMANA TAKAFUL OFFICE. FAILURE TO DISCLOSE ALL RELEVANT FACTS MAY INVALIDATE YOUR CERTIFICATE OR MAY RESULT IN YOUR CERTIFICATE NOT OPERATING FULLY.

- The cover provided under this proposal is subjected to the terms and conditions of the Company's Fidelity Guarantee Takaful Certificate.
- This Proposal is subjected to the 'Premium Payment Warranty'.
- Payments by cheque to be drawn in favour of Amana Takaful (Maldives) PLC and crossed A/C payee. Cash payments should be made at Amana Takaful (Maldives) PLC office. Amana Takaful (Maldives) PLC will not accept responsibility for payments in other modes unless duly acknowledged by an official receipt of the Company.
- I / We hereby agree to submit copies of any one of the following documents if requested by the Company.
 - Individuals - ID, Passport, Driving License, Letter from a recognized public authority or public servant verifying the identity of the proposer
 - Companies - Certificate of Business Registration.
 - Partnered Firms - Certificate of Registration, if registered, Partnership deed.
 - Trust & Foundations - Certificate of Registration, if registered, Power of attorney granted to transact business on its behalf, any official valid document to identify the trustees, settlers, beneficiaries and those holding power of attorney, founders, managers, directors.

DECLARATION BY PROPOSER

I/We to the best of my/our knowledge hereby confirm that the statements contained in this proposal form are true and correct and I/We have not concealed, misrepresented or mis-stated any material fact. I / We agree that the statements and declaration contained in this proposal form shall be the basis of the contract of Takaful with the Company and are deemed to be incorporated into the Takaful policy. I/We hereby agree that the Takaful contribution which I/We undertake to pay to Amana Takaful (Maldives) PLC (the Company) as Tabarru (donation) be credited into the Participants Takaful Fund (PTF) for the Company to manage the various schemes of Takaful under the General Takaful Business and pay Takaful Benefits to the participants as expressed in the Terms and Conditions of this Takaful policy in accordance with the Waqf rules governing the PTF. I/We agree that the Company take a non-refundable up to 40% of the Takaful Contribution as their fees for managing the above Takaful Operations. I/We also agree that the Company invest the said fund in a manner deemed fit by the Company and the profit from investment if any be shared in proportion of 50% to the PTF and 50% to the Company on the basis of Al-Mudharaba. Losses if any will be borne solely by the PTF.

If there is a surplus from the fund after payment of benefits to any participant who shall be entitled to such benefits under the said takaful contract and deducting the costs related to the fund, the same shall be distributed on pro rata among the participants, provided always that they have not incurred any claim and/or received any benefit under the said takaful contract whilst the same is in force.

Date: //

Proposer's Signature:

(Rubber stamp where applicable)

For Surplus refund purposes

Account Number :

Name of Account Holder :

Name of the Bank :

Proposer's Signature:

(Rubber stamp where applicable)

Unless otherwise you provide the above details and/or not reachable to deliver pay check/ not presented, I/we understand the amount will be provided as charity or credited back to the waqf fund should you not be reachable for a period of 30 days. I understand that I shall have no further claim to such surplus once it has been paid out in charity or credited back into the Waqf Fund.