

Crime Insurance

Note to the Applicant: Signing or completing this proposal does not bind the Proposer, or any individual or entity he or she is representing, to complete this insurance. Please provide by addendum any supplementary information which is material to the response of the questions herein. All answers should be given as a group response i.e. if any subsidiary company has different responses, these should be provided separately.

Policyholder Details

1. Policyholder	<input type="text"/>
2. Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
3. Website address	<input type="text"/>
4. Date policyholder established	<input type="text"/>
5. Business activities of policyholder and its subsidiaries	<input type="text"/>

General information

6. Locations and Employees:

Please state the number of employees in the policyholder and its subsidiaries and where those employees are located:

Location(s)	Number of locations	Number of employees	Turnover/revenue	Is cover required for this location
UK & Ireland	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
Rest of Europe (excluding Russia)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
USA & Canada	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
Rest of World	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	

7. Financial information:

a) Latest year end group turnover/revenue	
b) Latest year end group operating profit	
c) Latest year end total group assets	
d) Latest year end total fund transfers	
e) Average fund transfer payment	
f) Maximum fund transfer payment	

Audit and corporate governance

8. Internal audit:

a) Are internal audits performed? Yes No

If yes, by whom? How often and who do they report to?

b) How many staff are in the internal audit team?

c) Is there an audit committee which monitors the effectiveness of internal controls and audits? Yes No

d) Is a risk based methodology used to prioritise audits? Yes No

e) Does internal audit receive and investigate exception reports? Yes No

f) Do internal audit regularly audit all IT activities and services as well as finance activities and services? Yes No

g) Do you have a whistle-blower facility/policy? Yes No

9. HR and personnel practices:

a) Do you have an established policy for checking the background of job candidates prior to their being offered employment? Yes No

b) When recruiting, or promoting employees to positions of trust involving the handling of stock, money, financial or mission critical functions do you undertake a process to ensure their suitability for the position? Yes No

9. HR and personnel practices: (continued)

- c) Are wages/salaries independently checked against personnel records for unusual or excessive payments? Yes No

If no to any of these questions, what controls do you apply?

10. Internal controls:

- a) Are accounting procedures consistent at all locations? Yes No

- b) Are duties segregated so that no individual can control any of the following activities from start to finish without referral to others:

- Signing cheques or authorising payments? Yes No
- Issuing funds transfer instructions? Yes No
- Amending funds transfer procedures? Yes No
- Opening new bank accounts? Yes No
- Investment in and custody of securities and valuables? Yes No

- c) Are payment instructions ever given by phone or fax? Yes No

If yes to (c), what controls do you apply?

- d) Does a Social Engineering Fraud risk management strategy exist and has the applicant informed and alerted relevant staff at all locations of Social Engineering Fraud (Social Engineering Fraud includes 'Fake President' fraud, payment diversion fraud and customer/manager impersonation fraud)? Yes No

- e) Do you have a process in place at all locations where unusual payment instructions purporting to come from the applicant's senior management are followed up by call backs to senior management at a previously known and pre-designated phone number to confirm payment instructions and check authenticity? Yes No

10. Internal controls: (continued)

f) Do you have a process in place at all locations where requests for authentication of bank account details or for information on bank account details purporting to come from bank officials are raised with the applicant's senior management and followed up with previously known bank contacts to confirm authenticity of such requests? **Yes** **No**

g) Do you have a process in place at all locations where instructions to change bank account details purporting to come from vendors and suppliers are followed up by call backs to vendors and suppliers at a previously known and pre-designated phone number to confirm instructions to change bank account details and check authenticity? **Yes** **No**

h) Do you have a process in place at all locations where senior management approval is always required before a change to vendor and supplier bank account details is processed, such approval being given after review of the underlying request and the record of its verification? **Yes** **No**

i) Do you have a process in place at all locations for identification checks on all credit or debit card payments above £5000? **Yes** **No**

j) Do you have multi-factor authentication for your email system (to protect against Business Email Compromise (BEC))? **Yes** **No**

k) Do you allow remote access to your network? **Yes** **No**

If 'Yes' do you have a VPN multi-factor authentication for remote access users? **Yes** **No**

*If the answer to 10(d),(e),(f),(g),(h), (i), (j) or (k) is **no**, what controls do you apply?*

11. Suppliers:

- a) Do you have an approved suppliers list? **Yes** **No**
- b) Are all new suppliers vetted? **Yes** **No**
- c) Do you always carry out due diligence checks on your existing suppliers? **Yes** **No**
- d) Do you always apply the principle of dual control when appointing a new supplier? **Yes** **No**

*If the answer to 11 (a), (b), (c) or (d) is **no**, what controls do you apply?*

12. Stock, money, securities and physical security:

- a) Is a complete inventory made with physical check of stock and equipment? **Yes** **No**

*If **yes** to (a), how often and by whom?*

- b) Is there controlled access to all locations? **Yes** **No**
- c) Are there any locations where more than £50,000 in cash is taken as payment in any one financial year? **Yes** **No**

*If **'yes'**, are these locations covered by an annual audit of cash handling procedures?* **Yes** **No**

- d) Are all such cash, precious metals or negotiable securities contained in a safe? **Yes** **No**

13. Computer controls and e-commerce:

- a) Is the responsibility for Information Technology within your organisation centralised? **Yes** **No**
- b) Is your computer system firewall protected? **Yes** **No**

14. Outsourcing:

a) Do you outsource any of your operations/functions?

Yes No

If yes to (a), what operations/functions and to whom?

b) Do the outsourcing companies have procedures in place for the approval of new suppliers?

Yes No

15. Loss experience:

Have you suffered a crime which has been notified to, or paid under, a previous crime policy, or which would have been paid if the policy being applied for would have been in place?

Yes No

If yes, please provide a description including date, location and amount of loss, as well as any preventative measures implemented:

Signature:

Date:

Name of Signatory:

Title of Signatory:

Warning It is important that, when applying for the Policy, the applicants tell the insurers all facts which are material to the insurance. A material fact is one which might influence the insurers in deciding whether to accept the application or on what terms to insure. If in any doubt as to whether a fact is material, then the applicants should disclose it. They should keep a record (including copies of all letters and forms) of all information supplied to the insurers.