



# VANGUARD ASSURANCE COMPANY LIMITED

NO. 21 INDEPENDENCE AVENUE  
P.O. BOX 1868, ACCRA  
TEL: 66485-7, 782921 FAX: 668610

## APPLICATION FOR FIDELITY GUARANTEE INSURANCE

Employee's name in full:.....Age: .....

1. State a) Nature of occupation: .....  
b) Amount of Guarantee required.....
2. a) Annual net remuneration from said appointment.....  
b) Other (annual) Income and how derived.....
3. a) Have you any debts or liabilities apart from domestic ones?.....  
b) If so give amount and particulars:.....
4. a) Are you a shareholder? b) If not, do you reside with relatives?  
c) Does the furniture belong to you? d) If so, state value:.....
5. a) Are you single, married, or a widower?.....  
b) State number of persons dependent upon you:.....
6. a) Are you security for any person?.....  
b) If so, State the amount.....and full particulars.....
7. Have you any Life Assurance? Yes No. If yes, state  
a) name of Company.....  
b) amount ₵ .....  
c) whether encumbered:.....
8. Have you ever been  
a) charged with fraud or dishonesty:.....  
b) in arrears or in default in your accounts:.....  
c) discharged from any employment or position?.....
9. State where you have been employed during the last five years:

From	To	Position	Name & Address of Employer	Reason for leaving
20	20			
20	20			
20	20			
20	20			
20	20			

Amount of Guarantee ₵..... Premium ₵.....

I solemnly declare that I have fully and truthfully answered the above questions, and in the event of the Company granting the proposed Guarantee I am aware that I am liable to indemnify the Company against any loss it may sustain by reason of having granted the said Guarantee.

Applicant's Signature..... Date.....20.....

INDEX CHECKED ENDORSEMENTS\_\_\_\_\_

I have known the applicant.....years and recommend acceptance of the application.

Agent:.....



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## GUARANTOR

1. A. Employer's full name.....  
B. Business.....  
C. Address.....
2. A. How long have you known the Applicant?.....  
B. How did the Applicant became known to you?.....  
C. If in your employment previously, in what capacity .....and how long?.....
3. A. What testimonials did you receive from the Applicant's previous employer?  
B. Was the Applicant reported as honest and trustworthy?.....
4. Is this Guarantee the only security required or to be held by you?
5. Is there any cash at present due to you from the Applicant?
6. Regarding the Applicant, and generally please state:-
  - A. Applicant's position?.....
  - B. What is the maximum sum you estimate is likely to be in his hands at one time?.....
  - C. From what sources is money received by him?
  - D. Is he required to pay over to you or to Bank? If yes, how frequently?.....
  - E. How frequently and by whom is the Bank Statement examined and the entries compares with the cash book?.....
  - F. Is an official counterfoil receipt required to be given for all payment received?
  - G. By whom and how frequently are counterfoils examined?.....
  - H. Does he keep petty cash and are vouchers required for all amounts paid out?.....
  - I. Is he allowed to pay any other monies on your account. If so, of what nature and amounts previously authorised?.....
  - J. Is he authorized to sign cheques?.....if so, a)Alone?.....b)Jointly?.....
  - K. Is he in charge of insurance stamps?.....if so, when and to whom must cards be produced for inspection?.....
  - L. What is the usual credit given by you, and what is your practice regarding arrears?
  - M. Is he in charge of stock? If so, what is the nature and average value of same?
  - N. How often and by whom is such stock independently checked?.....
  - O. Are your books independently audited and if so, at what intervals?.....
7. What remuneration will the applicant receive, and how will it be paid?
8. Has anyone employed by you been detected in any defalcation? If so, briefly state particulars.....
9. Is the premium on the proposal Guarantee to be paid by the Applicant or by you?
10. Has a similar proposal been made to any other Insurance Company?.....

I/We declare that the above statement is true and I am/we are willing that the replies shall be taken as the basis of the contract between me/us and the Vanguard Assurance Company Limited.

Signed.....

Date.....20.....