

## ASSET/FUND MANAGERS PROPOSAL FORM

NB: Kindly ensure that all questions are answered as required. Kindly also ensure that the Declaration is signed and dated accordingly.

Full name and location of principal entity			
Name all other entities to be included in the policy			
Number of employees	Number of locations	Date Established	
Nature of Business:			
VAT no	Company Registration no		

### FUNDS/TRUST ACCOUNTS

Funds/Trust Accounts under Management	Last Year 20	Current Year 20	Est 20
Number of Funds/Trust Accounts			
Number of discretionary accounts			
Asset value of largest account			
Total value of Funds/Trust Accounts			
Number of non-discretionary accounts			

### FEES

Fee income: Please specify:	Asset Management		Investment Management	
	Fund Management		Other (Specify)	

### CONTROLS

How often are financial reports rendered to clients?		
Does the proposer have an approved list of securities, which can be recommended to clients?		Yes No
Where are the funds held prior to disbursement?		
Who is responsible for security of funds?		
Do you check with any prior employer to ascertain if any proposed member of your staff has ever been involved in any fraud or have acted or traded beyond their authority?	Yes No	

### PROCESS AND PROCEDURES

Are transactions only entered on the basis of appropriate authorisation in accordance with management criteria?	Yes	No
Has management defined and communicated formal trading policies and dealing limits?	Yes	No
Are trading transactions and positions reviewed for conformity with formal trading policies and authority limits?	Yes	No
If so, how frequently?		
Are over-limit accounts called for immediate settlement or collateral covers or referred to senior director for instructions on further action to be taken?	Yes	No
Are deals only permitted to be made with approved counterparties?	Yes	No
Do counterparties receive authorised confirmation for all deals prior to settlement?	Yes	No
If so, within what time span?		
Are settlement and clearing accounts independently reconciled?	Yes	No
Are limits set to ensure that there is no undue concentration of business with any one counterparty?	Yes	No
Are responsibility for investment decisions segregated from accounting activities & custodial responsibilities? (not to apply were outside custodial services used for all securities)	Yes	No
Are critical forms under controlled custody, pre-numbered & periodically accounted for by designated independent personnel?	Yes	No

INTERNAL AUDIT		
Is there an internal audit department?	Yes	No
If so: Is there an audit and procedures manual?	Yes	No
How many people are employed in the department?		
How often are full internal audits done?		
Are audits done regularly on a surprise basis?	Yes	No
Are all premises included in the audit?	Yes	No
Are internal auditors forbidden to originate entries?	Yes	No
Were any recommendations made?		Yes No
	If yes, have they been implemented?	Yes No

EXTERNAL AUDITS		
State the name of your external auditors?		
Also please state	Frequency of audits?	
	Details of any recommendations which have not been implemented.	

REGULATORY PROCEDURES			
By whom is the Proposer regulated?			
What is the frequency of visits to the Proposer/s premises?			
When was the last visit?			
Were any recommendations made?	Yes	No	If Yes , have they been implemented? Yes No

INTERNAL CONTROLS		
Are the duties of each employee arranged so that no one employee is permitted to control a transaction from commencement to completion?	Yes	No
Are unannounced and irregular changes made in the position of employees within a particular job strata?	Yes	No
Are all employees required to take an uninterrupted holiday of at least two weeks each calendar year during which they perform no duties and are required to stay away from the Insured's premises?	Yes	No
Are salaries independently checked against personnel records prior to processing?	Yes	No
Do all financial instruments require dual signature?	Yes	No
If not, over what limit are required?		

COMPUTER SYSTEMS		
Does your computer system offer a dial up facility?	Yes	No
If so, is this restricted solely to providing information or to providing an electronic mail function?		

PASSWORDS		
Are passwords used to afford varying levels of entry to the computer system depending on the need and authorisation of the user?	Yes	No
Are passwords regularly changed when there is any turnover in knowledgeable personnel?	Yes	No
If passwords are not used , describe alternative method used		
Are all source documents secured to prevent unauthorised modifications or use of data before entering the computer system?	Yes	No
Is there an error and exception log which is regularly reviewed which identifies terminals and user identification numbers?	Yes	No
Is the use of terminals restricted to only authorised personnel?	Yes	No
Are unique passwords used to identify each terminal?	Yes	No

### FUND TRANSFER(FT):

NB: FT shall mean Electronic , Telegraphic, Cable, Teletype, Telex, Telephone or Written instructions to transfer , pay or deliver funds?

Do you initiate and make fund transfers?		Yes	No
If no, how are payments made?			
What is total value of FT transactions?			
What is the average and maximum value of FT transactions?			
Is there a list of approved beneficiaries of FT?		Yes	No
If no , is there any restriction as to whom such transfers can be made?		Yes	No
Do you have specific arrangements as to who in your Company is authorised to:-	• Transact or initiate FT'S?	Yes	No
	• Request changes in procedures?	Yes	No
	• Obtain records?	Yes	No
Internal controls:	• Are all transactions subject to dual or triple control before release of funds?	Yes	No
	• Who creates FT transactions?		
	• Who checks the authenticity of each transaction?		
	• Are all transactions released by the authority of a partner, director or senior manager who has not been involved in the above stages?	Yes	No
	• Are all telephone instructions to banks confirmed by you in writing within 24 hours?	Yes	No
	• Are all banks required to authenticate the identity of the caller before acting upon his instructions?	Yes	No
	• How is this achieved (e.g. by call back to a second person)?		
	• Are all banks required to confirm FT transactions in writing within 24 hours?	Yes	No
	• Are there independent checks of FT records by staff not authorised to handle / instruct such transfers?	Yes	No
If yes, how frequently?			

### SECURITIES SETTLEMENTS

How do you receive and send instructions for the purchase , sale or transfer of securities?			
Do you ensure that your instructions for purchase of sale and the transactions and settlements relating thereto are reconciled?		Yes	No
Do you have formal contracts with securities custodians?		Yes	No
Do you carry out a regular reconciliation of securities against the holdings listed by your custodians or is this the responsibility of fund holders?			
Are you aware of any losses or circumstances whatsoever which you have sustained (whether insured or uninsured) <b>BEFORE</b> the application of any deductible, during the past <b>FIVE YEARS</b> ?		Yes	No
If so please provide full details			

## DECLARATION

WE HEREBY DECLARE THAT the statements and particulars in this application are true to the best of our knowledge and that we have not suppressed or misstated any material facts and we agree that this application shall be the basis of any Contract\* subsequently effected between the Proposer and the Underwriters.

\* Signing this Proposal Form does not bind the Proposer to complete this insurance.

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Date:

\_\_\_\_\_  
Signature  
(Director)

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Signature  
(Director)

Kindly email proposal form to [info@pifrs.co.za](mailto:info@pifrs.co.za) or fax to 011 685 1396.