



Phoenix

Of Swaziland Assurance Company Ltd.

P.O. Box A113 Swazi Plaza, Mbabane H101, Swaziland

Email: info@phoenixswaziland.com

FIDELITY GUARANTEE CLAIM FORM

NB: The issue of this form does not confirm admission of liability on the part of Phoenix of Zambia Assurance Company (2009) Limited

Name of Insured:.....
.....

Full address.....

Telephone No(s).....Fax No(s).....

Business.....

Policy No.....

1. When was loss discovered?.....

2. Name(s) and Position(s) of defaulting employee(s)

(i) Name.....

Position.....

(ii) Name.....

Position.....

(iii) Name.....

Position.....

3. What system of check was in place to avoid such defaults?
(Attach detailed report)

4. (a) Have police been notified? Yes/No

(b) If yes;

(i) Name of Police station

- (ii) Date of notification
- (iii) Who notified Police

5. State period during which the default took place;

.....

6. What is estimated amount of loss?

7. (a) Give full details of how this amount has been calculated; (Attach a schedule) a)

(b) Has amount of loss been certified? By Accountants or Auditors? b) Yes/No

(c) If yes, attach the Accountants/ Auditors report.

8. (a) Have the defaulters been involved in or been suspected of any previous loss? a) Yes/No

(b) If Yes, give details b)

9. Give full description of the circumstances of the loss and how it was discovered. (Attach report if space available is not enough)

10. What methods were used to conceal the Defalcations?

11. What measures have you taken to prevent recurrence?

12. (a) Have any monies due to the defaulter(s) been withheld? a) Yes/No

(b) If yes, provide details b) Salary
Pension/ Gratuity
Leave pay

Other.....

Total

- | | | | |
|---------|--|----|-----|
| 12. (a) | Do you hold any other guarantee
Or Security for the employee(s) | a) | Yes |
| | (b) If yes, give details | b) | No |

DECLARATION

We hereby claim the sum of Which was misappropriated and declare that the above statement is true and complete to the best of our knowledge.

Signature of claimant

Date-----
Official Stamp