



**REUNION INSURANCE COMPANY**

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 Blantyre, Malawi.  
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**FIDELITY GUARANTEE CLAIM FORM**

The issue of this form does not imply admission of liability on the part of the Company.

All questions must be answered fully.

Name of Insured:.....

Full Address :.....  
 :.....

Policy Number:.....

1. (a) When was the loss discovered.	(a)
2. Give the name of defaulting employees and their respective positions: a) Name Position b) Name Position c) Name Position	(a)  (b)  (c)
3. (a) Have the Police been notified (b) If yes; (i) Name the Police Station (ii) Give date of notification (iii) Give name of person who notified the police	(a) Yes / No  (b) (i) (ii) (iii)
4. State the period during which the default took place.	
5. What is the total amount of the loss	K
6. (a) Give full details of how this amount has been calculated (see attached schedule)	(a)
(b) Has the amount of loss been certified By Accounts or Auditors? If so, attach The Accountant's/Auditors report.	
7. (a) Have the employees been involved in or been suspected of any previous loss?	(a)

<b>(b) If yes, Give details</b>	<b>(b)</b>
<b>8. Give full details of the circumstances of the loss and how it was discovered.</b>	
<b>9. What methods were used to conceal the defalcations?</b>	
<b>10. What steps have been taken to prevent recurrence?</b>	
<b>11. (a) Have any other monies due to the defaulting employee been withheld?</b>  <b>(b) If yes, provide details</b>	<b>(a) Yes / No</b>  <b>(b) (I) Salary K.....</b> <b>(II) Commission K.....</b> <b>(III) Pension/ Gratuity K.....</b> <b>(IV) Leave Pay K.....</b> <b>(IV) Other _____</b> <b>K _____</b>
<b>12. (a) Do you hold any other guarantee or security for the employee?</b>  <b>(b) If yes, give details</b>	<b>(a) Yes / No</b>  <b>(b)</b>

**DECLARATION**

I/We hereby claim the sum of K..... which was misappropriated and declared that the above statement is in all respects true and correct.

**SIGNATURE OF CLAIMANT .....DATE:.....**

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**SERVICE CENTRES:** Lilongwe Old Town, Mulanje **BORDER OFFICES:** Dedza, Mchinji, Mwanza and Songwe

[www.reunioninsurance.net](http://www.reunioninsurance.net)

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