

**APPLICATION FOR COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION POLICY**



6 - ROYAL & SUN ALLIANCE INSURANCE COMPANY OF CANADA

3 - QUEBEC ASSURANCE COMPANY

AGENT/BROKER

Application is hereby made by \_\_\_\_\_ (herein called the Applicant)  
 (Exact name of Applicant)

whose principal address is \_\_\_\_\_ to the Company  
 (Number) (Street) (City) (Province)

indicated above (hereinafter called the Insurer), for insurance under each of the following Insuring Agreements opposite which an amount is stated:

		AMOUNT OF INSURANCE DESIRED	PREMIUM
<b>Insuring Agreement I</b>	Employee Dishonesty Coverage ..... (Form A - Commercial Blanket Bond) (Form B - Blanket Position Bond)	<b>Form A</b> <input type="checkbox"/> \$ _____	\$ _____
		<b>Form B</b> <input type="checkbox"/> \$ _____	\$ _____
<b>Insuring Agreement II</b>	Coverage Within Premises ..... (See also questions 16 and 17)	<b>Money &amp; Securities</b> \$ _____	\$ _____
		<b>Securities Only</b> \$ _____	\$ _____
<b>Insuring Agreement III</b>	Coverage Outside Premises ..... (See also questions 16 and 17)	<b>Money &amp; Securities</b> \$ _____	\$ _____
		<b>Securities Only</b> \$ _____	\$ _____
<b>Insuring Agreement IV</b>	Money Orders and Counterfeit Paper Currency Coverage .....	\$ _____	\$ _____
<b>Insuring Agreement V</b>	Depositors Forgery Coverage .....	\$ _____	\$ _____
<b>If added by endorsement: Insuring Agreement</b>		\$ _____	\$ _____
<b>TOTAL PREMIUM</b>			\$ _____

1. (a) Nature of Applicant's business.	(a)
(b) If the Applicant operates any branches, state number.	(b)
(c) Give location of branches by attaching a separate page if necessary.	(c)
2. (a) Does the Applicant transact business in any other premises not necessarily denominated as branches, such as affiliated or subsidiary companies? If so, give names and locations of such organizations.	(a)
(b) Nature of business of such affiliated or subsidiary companies. (If this space is insufficient, give particulars on separate page stating, in any event, whether coverage is desired on such affiliated or subsidiary companies in instances where they have separate corporate existences.)	(b)
3. Does the Applicant or any affiliated or subsidiary company sell to wholesalers, retailers or consumers? State which:	
4. State what employee or employees have absolute sole custody of negotiable securities, and whether it would be practical to make arrangements so that such negotiable securities will be subject to joint control by two or more responsible employees.	
5. (a) Will endorsement of cheques on Applicant's behalf be limited to endorsement for deposit to the credit of the Applicant only?	(a)
(b) Will all cheques be invariably countersigned by another person after they are drawn?	(b)
(c) If cheques are not so countersigned, what will be the Applicant's practice? Answer fully.	(c)

<p>6. (a) How often will a complete audit be made of cash and accounts; and how often will a complete inventory be made of merchandise and securities belonging to the Applicant or held by the Applicant as collateral, or as bailee, trustee or agent?</p> <p>(b) When was such audit and inventory last made?</p> <p>(c) By whom?</p> <p>(d) Were all accounts found correct, and all cash, merchandise and securities found on hand or properly accounted for?</p> <p>(e) Did the audit and inventory mentioned in subdivision (b) include branches? If no:</p> <p>(i) State how often branches will be completely audited and inventoried.</p> <p>(ii) By whom?</p> <p>(iii) When was the last audit and inventory of branches made?</p> <p>(iv) Were all accounts then found correct, and all cash, merchandise and securities found on hand or properly accounted for?</p>	<p>(a)</p> <p>(b)</p> <p>(c)</p> <p>(d)</p> <p>(e) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(i)</p> <p>(ii)</p> <p>(iii)</p> <p>(iv)</p>
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7. Losses during past 6 years by employee dishonesty, burglary, robbery, disappearance. Check if none.

Description of Loss	Date	Amount	Describe Corrective Measures Taken (If Employee Dishonesty, State Position)

8. Prior Coverage to be superseded - Check if none.

Form of Bond or Policy	Effective Date	Amount	Number	Name of Company

9. No burglary, robbery, theft, disappearance or destruction insurance carried by the Applicant has been declined or cancelled within the last six years by any Insurer, except as herein stated.

**Underwriting Data for Insuring Agreement I  
DEFINITION OF EMPLOYEES AND TERRITORIAL LIMITS**

10. The bond applied for is limited, by definition appearing therein, to "employees", meaning all the natural persons\* (except directors or trustees of the employer, if a corporation, who are not also officers or employees thereof in some other capacity) while in the regular service of the employer in the ordinary course of the employer's business and who the employer compensates by salary, wages, and/or commissions and has the right to govern and direct in the performance of such service, and who are engaged in such service within Canada or any of the states of the United States of America, or elsewhere for a limited period, but not to mean brokers, factors, commission merchants, consignees, contractors, or other agents or representatives of the same general character.

**CLASSIFICATION OF EMPLOYEES BY POSITION**

This constitutes the employer's **entire personnel** as of the effective date of the bond.

**CLASS 1 EMPLOYEES**

Executives, officials and all other employees, except Class 2 employees, who as a part of their regular duties, **handle or have custody of money, securities or merchandise** (the latter meaning commodities customarily traded in by the employer, **including in any event** all occupants of positions listed below).

**Note:** Even though they may on occasion handle money, securities or merchandise, the following positions should not, for that reason, be classified as Class 1 employees: inside salesmen (except those of automobile dealers), inside messengers, clerks, typists, stenographers and business machine operators, elevator and telephone operators, foremen, factory workers, janitors, porters, labourers, mechanics and other similar positions.

Officials	Number of Occupants	Accounting	Number of Occupants	Management (Cont'd)	Number of Occupants
Chairman .....	_____	Accountants (Senior) for Accounting	_____	Branch Managers .....	_____
President .....	_____	firms .....	_____	Assistant Branch Managers .....	_____
Vice-President .....	_____	Auditors .....	_____	Department Managers .....	_____
Treasurer .....	_____	Assistant Auditors .....	_____	Asst. Department Managers .....	_____
Assistant Treasurer .....	_____	Cashiers .....	_____	*Superintendents .....	_____
Secretary .....	_____	Assistant Cashiers .....	_____	*Assistant Superintendents .....	_____
Assistant Secretary .....	_____	Bookkeepers .....	_____	Factory Superintendents .....	_____
Attorneys .....	_____	Paymaster .....	_____	Asst. Factory Superintendents .....	_____
Bursar .....	_____	Assistant Paymasters .....	_____	Purchasing Agents .....	_____
Assistant Bursar .....	_____	Timekeepers .....	_____	Asst. Purchasing Agents .....	_____
Comptroller .....	_____	Assistant Timekeepers .....	_____	Messengers (Outside) .....	_____
Assistant Comptroller .....	_____	Adjusters .....	_____	Meter Readers who collect .....	_____
.....	_____	.....	_____	Refinery Gaugers of Oil Companies	_____
.....	_____	<b>Management</b>	_____	handling refined gasoline and	_____
.....	_____	Managers .....	_____	oils .....	_____
.....	_____	Assistant Managers .....	_____		_____

**CLASS 1 EMPLOYEES (Cont'd)**

<b>Management (Cont'd)</b>	Number of Occupants	<b>Stock (Cont'd)</b>	Number of Occupants	<b>Sales (Cont'd)</b>	Number of Occupants
Teachers having custody of money or securities .....	_____	Dieticians who order food .....	_____	Agents .....	_____
.....	_____	.....	_____	Bus Drivers transporting freight only or freight and passengers .....	_____
.....	_____	.....	_____	*Chauffeurs .....	_____
.....	_____	.....	_____	*Collectors .....	_____
<b>Stock</b>		<b>Sales</b>		*Demonstrators .....	_____
Appraisers .....	_____	Sales Managers .....	_____	*Drivers .....	_____
Clerks acting as Appraisers .....	_____	Assistant Sales Managers .....	_____	Drivers' Helpers (brewers) .....	_____
Shipping or Receiving Clerks .....	_____	Floorwalkers .....	_____	Service Station Attendants .....	_____
Stock Clerks .....	_____	Buyers .....	_____	.....	_____
Custodians .....	_____	Assistant Buyers .....	_____	.....	_____
Warehousemen .....	_____	Salesmen of Automobile Dealers .....	_____		
Watchmen .....	_____	*Salesmen (Outside) .....	_____	<b>SUB-TOTAL - CLASS 1</b>	_____

\*For certain types of business those positions marked \* are subject to Class 2 ratings as indicated below.

**CLASS 2 EMPLOYEES**

This class embraces canvassers (for all employers), chauffeurs, collectors, demonstrators, drivers, drivers' helpers (other than drivers' helpers for brewery companies who are Class 1 employees), janitors and superintendents of real estate owners, operators, subdividers, developers and lessors, outside salesmen, whether or not they collect, and other similar positions. The Class 2 employee classifications apply to those employers whose business description appears among the following:

	Number of Occupants		Number of Occupants
Air Express and Delivery .....	_____	Grocers - Wholesale .....	_____
Altering, Pressing & Repairing Garments, Retail .....	_____	Grocery Stores - Retail other than Supermarkets .....	_____
Bakery Products - Wholesalers and Distributors .....	_____	Household Appliances including Sewing Machines and Vacuum Cleaners & Manufacturers and Processors - Selling Direct .....	_____
Beer, Wine and Spirits .....	_____	Household Appliances including Sewing Machines and Vacuum Cleaners - Wholesalers and Distributors - Selling Direct .....	_____
Beverages, Alcoholic - Wholesalers and Distributors .....	_____	House to House Consumer Sales and Service Companies .....	_____
Beverages, Non-Alcoholic - Wholesalers and Distributors .....	_____	Ice Cream, Candy, Nut and Confectionery Stores .....	_____
Butchers - Retail other than Supermarkets .....	_____	Laundries, Laundromats, Dry Cleaners, Diaper Services .....	_____
Butchers - Wholesalers and Distributors .....	_____	Longshoring and Stevedoring .....	_____
Cleaning and Dyeing Stores .....	_____	Meat, Poultry and Fish Stores - Retail .....	_____
Confectionery Stores .....	_____	Packing and Crating Goods for Shipment .....	_____
Costume Novelties and Costume Jewellery - Manufacturers and Processors .....	_____	Poultry, Meat and Fish Stores - Retail .....	_____
Dairies and Bakeries - Retail .....	_____	Railway Express .....	_____
Dairy Products (except dairy farms) - Wholesalers and Distributors .....	_____	Real Estate Owners, Operators, Subdividers, Developers and Lessors, Real Estate Agents, Brokers and Managers .....	_____
Delicatessen Stores .....	_____	Scrap Metal and Waste Material .....	_____
Delivery Companies (local trucking) .....	_____	Truck Transport; Local Trucking and Draying; Long Distance and Interurban Trucking; Freight Forwarders; Motor Terminal Maintenance Facilities; Packing and Crating Goods for Shipment; Express and Delivery Companies .....	_____
Door to Door Consumer Sales N.O.C. ....	_____	Vending Machine Operators .....	_____
Dyeing and Cleaning, Clothes, Rugs, etc. - Retail .....	_____		
Express and Delivery Companies (Trucking) .....	_____	<b>SUB-TOTAL - CLASS 2</b>	_____
Fish, Meat and Poultry Stores .....	_____		
Food, Fresh and Frozen N.O.C. - Wholesalers and Distributors .....	_____		
Food - other than Supermarkets .....	_____		
Food - Retail, other than Supermarkets .....	_____		
Food Products .....	_____		
Freight Forwarders and Motor Terminal Maintenance Facilities .....	_____		
Frozen Foods - Retail .....	_____		
Frozen Foods - Wholesalers and Distributors .....	_____		

11. Number of all other employees of all classes	<b>SUB-TOTAL - OTHERS</b>	_____
12. Total number of all executives, officials and employees of every class	<b>TOTAL</b>	_____

13. Is there likely to be a substantial increase in the number of employees during the initial premium period by reason of

(a) Seasonal activity or other circumstances peculiar to Applicant's business?  Yes  No (b) Expansion of Applicant's business?  Yes  No

14. If additional Dishonesty Coverage is desired under Insuring Agreement (1) on employees in certain positions included in question no. 10, complete the following:

Name of Employee	Position	Location	Amount of Additional Coverage Desired on such Employee
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MUNICIPALITIES, HOTELS, RESTAURANTS AND HOSPITAL RISKS - Refer to Insurer for classification of employees by position.

**Underwriting Data for Insuring Agreements II and III**

In answering Questions 16 and 17 use "Supplemental Application" for each additional premises

15. When the principal premises are open for business:

(a) At least \_\_\_\_\_ employees will be on duty therein; and \_\_\_\_\_ daytime watchmen or guards, with no other duties, will also be on duty therein.

(b) A holdup alarm system connecting with an outside central station \_\_\_\_\_ installed and \_\_\_\_\_ be connected (is or is not) (will or will not) and maintained in proper working order. If connected to an alarm monitoring station, the company name is \_\_\_\_\_

(c) Maximum amount of money and securities on the premises daily:

Money (not payroll): \$ \_\_\_\_\_ Securities: \$ \_\_\_\_\_

Payroll: \$ \_\_\_\_\_ Is payroll paid to employees the same day it is received?  Yes  No

16. When the principal premises are closed for business, the money and securities (including payroll) will be kept within the following described safes, chests or vaults or night depository, and the following alarm or watchmen service will be afforded:

**SAFES**

Maker's Name	ULC Listing #	ULC Classification	Relocking Device <input type="checkbox"/> Yes <input type="checkbox"/> No	Brand & Model of Relocking Device
Construction Material (indicate type and thickness) Doors: _____ Walls: _____ Top: _____ Bottom: _____				Weight
Anchored <input type="checkbox"/> Yes <input type="checkbox"/> No	Maximum \$ Amount Money & Securities: \$ _____ Securities only: \$ _____ Payroll: \$ _____			

**VAULTS**

Maker of Vault Door	ULC Listing #	ULC Classification	Brand & Model of Relocking Device
Thickness of Vault Door	Construction Material (indicate type and thickness) Walls: _____ Floor: _____ Roof: _____		
Maximum \$ Amount Money & Securities: \$ _____ Securities only: \$ _____ Payroll: \$ _____			

**ALARM SYSTEMS**

ULC Listed?  Yes  No If yes, complete the following:

Certificate No.	Type of Certificate <input type="checkbox"/> Central <input type="checkbox"/> Full Service Monitoring <input type="checkbox"/> Shared Service Monitoring <input type="checkbox"/> Local		
Listed Alarm Company Name(s)	Address		
Type of Installation <input type="checkbox"/> Premises <input type="checkbox"/> Premises, Safe <input type="checkbox"/> Premises, Vault <input type="checkbox"/> Premises, Safe & Vault <input type="checkbox"/> Safe <input type="checkbox"/> Vault <input type="checkbox"/> Safe & Vault			
Extent of Protection <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV	Service Response <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III	Line Security <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III	Guard Response (central station only) <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III
Expiry Date of Certificate		Date of Last Test	

Private Watchman (Watchmen) employed exclusively by the Applicant will be on duty within the premises at all times when the premises are not regularly open for business while this policy is in force. State number of watchmen: \_\_\_\_\_

Each such watchman will:

- (a) Register at least hourly on a watchman's clock  Yes  No **or**
- (b) Signal an outside central station at least hourly  Yes  No

If night depository used, state name and location of bank: \_\_\_\_\_

17. Money and securities, while being conveyed outside the principal premises, will be conveyed by messengers, paymasters, collectors, deliverymen or salesmen (defined in the policy as messenger) and protected as follows:

(a) Maximum Number of Messengers Outside Premises at any one time	Money & Securities	(b) Maximum Amount Conveyed by Each	Securities Only	(c) Number of Guards with Each	(d) Type of Conveyance Used by Each	(e) Construction of Messenger Safe, Bag or Satchel Used by Each
_____	\$ _____	\$ _____	_____	_____	_____	_____
_____	\$ _____	\$ _____	_____	_____	_____	_____
_____	\$ _____	\$ _____	_____	_____	_____	_____

18. Securities are contained within a leased safe deposit box or boxes in a \_\_\_\_\_ (fire rated or burglar-resistant rated) vault of \_\_\_\_\_ (to be called the Depository\*)  
at \_\_\_\_\_ (Street and Number) \_\_\_\_\_ (City or Town) \_\_\_\_\_ (County) \_\_\_\_\_ (Province)

**Underwriting Data for Insuring Agreement V**

19. List in column (a) below all branches or locations other than the principal office, where cheques or drafts are issued. If coverage is desired on any branch or location in a lesser amount than applies to the principal office, insert such amount in column (b).

(a) Location	(b) Amount of Extended Coverage
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20. If the personal account of any officer or partner of the Applicant is to be covered under Insuring Agreement V, complete the following:

Name of Officer or Partner	Amount of Extended Coverage
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The employees of the Applicant have all, to the best of the Applicant's knowledge and belief while in the service of the Applicant, always performed their respective duties honestly. There has never come to its notice or knowledge any information which in the judgement of the Applicant indicates that any of the said employees are dishonest. Such knowledge as any officer signing for the Applicant may now have in respect to his own personal acts or conduct, unknown to the Applicant, is not imputable to the Applicant.

It is understood that the first premium upon the policy applied for, and subsequent premiums thereon, are due at the beginning of each premium period, and the Applicant agrees to pay all such premiums promptly.

The Applicant also agrees to permit a properly accredited representative of the Insurer, at all reasonable times during the currency of the policy applied for, and within one year after its cancellation or termination, to examine any books or other records of the Applicant to ascertain or verify the actual number of employees, messengers and premises, included in the policy applied for, during the time it shall have been in force and if such examination discloses that the Insurer is entitled to any additional premium or premiums, the Applicant agrees to pay such additional premium or premiums promptly.

The foregoing statements and representations are each, every and all, true, full and complete, and shall be held to form the basis of the contract under which the policy applied for shall be issued and continue in force.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

\_\_\_\_\_  
(Applicant)

*If limited Company, to be executed by duly authorized officers and Corporate Seal affixed.*

By \_\_\_\_\_  
(Title)

*If partnership, to be executed by all partners.*

By \_\_\_\_\_  
(Title)

By \_\_\_\_\_  
(Title)