

Prospectus

This document is only a summary of the features of the Policy. Actual benefits available are as mentioned in the Policy, and are subject to its terms, conditions and exclusions.

FIDELITY GUARANTEE INSURANCE POLICY

This Policy covers financial loss suffered by the Insured as a result of forgery, embezzlement, larceny or fraud/dishonesty or fraudulent conversion of money or money's worth or goods by the salaried employees of the Insured. The policy can be taken by any employer having employees handling any goods and/or money with a system of keeping record for all transactions.



Scope of Cover

This Policy indemnifies the Insured in respect of:

- a) Actual financial loss sustained as a result of the dishonesty/fraudulent act of the employee, after adjusting any salary, commission/security deposit or any other money standing to the credit of the employee. The policy does not pay more than one claim in respect of liability/loss arising out of an individual employee's acts.

Provided always that the liability of the Company shall in no case exceed the sum insured stated against each item or total sum insured stated in the Schedule.

SBI General Insurance Company Limited - Prospectus

Corporate & Registered Office:  'Natraj', 301, Junction of Western Express Highway & Andheri - Kurla Road, Andheri (E), Mumbai - 400 069 | CIN: U66000MH2009PLC190546 |  Tel.: +91 22 42412000 |  www.sbigeneral.in | Logo displayed belongs to State Bank of India and is used by SBI General Insurance Co. Ltd. under license | IRDAI Registration Number 144 | Product Name - Fidelity Guarantee Insurance Policy | UIN: IRDAN144CP0014V01201819 | IRDAI Reg No 144

Basis of Insurance

Policy may be issued with the following two modes. No cover for contract employees.

- 1) Where Individual Names of employees covered are given Per event limit and per individual person mandatory. Annual aggregate being the Sum of per person limits.
- 2) Where Individual Names of employees covered are not available Per event limit ,Per person and annual aggregate mandatory and all the three limits to be Shown in the Policy.

Conditions:

It is warranted that

- Records of all insured employees to be maintained and no employee to be relieved from the employment of the Insured (transfers to associate/group/parent companies shall be deemed as cessation of employment) until full reconciliation is completed.
- Dual control accounting systems to prevail on all transactions and dual signatories on all monetary instruments/instructions.
- Daily cash-book reconciliation and regular periodic reconciliation of all asset movements and monetary transactions including with banks and third parties.
- Regular internal audit per documented procedure.
- Excluding all monies due to the defrauding employee by way of terminal benefits.
- Any one occurrence shall mean one claim or series of claims arising out one or more acts of fraud/dishonesty on the part of one or more employees acting in collusion involving one or more business locations

Premium

The rate of premium depends upon the sum insured, nature of duties discharged by the employee for whom guarantee is sought, whether individual cover or floater cover, cash security present and claims experience.



In the event of a claim

Kindly approach SBIGIC through

- Phone
- Email notification
- Letter /Fax
- Submitting manual claim form at any of SBIGIC's branch
- Your Insurance Representative

Minimum information required

- Insured's details
- Policy number
- Loss details such as
 - Type of Loss
 - Date of loss
 - Loss Location
- Contact details for communication
- Completed & signed claim form along with supporting documents

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Dear Customer

We request you to kindly complete the Proposal form for this product and return it to us either direct or through your insurance adviser.

At SBIGIC we assure you a fair service when you step in as our customer in any of our offices.

If on any occasion our service falls below the standard you expect, you should contact your insurance adviser or alternatively the Branch Manager of the local branch.

If you feel that you require further assistance, then you can write to our office at

Insurance is the subject matter of solicitation



"Natraj" 301, Junction of
Western Express Highway &
Andheri Kurla - Road, Andheri
(East) Mumbai - 400 069

Major Exclusions

- Any loss or damage caused wilfully or knowingly by the Insured, or any loss or damage in which the Insured or any person acting on his behalf is involved or implicated.
- Discovered more than 12 months after the termination either of the guarantee or the service of employee concerned.
- When there has been any change in the agreed system of check of accounting precautions without the insurer's prior consent.
- Caused by an employee after discovery of his previous fraud or dishonesty.
- Losses such as stock taking shortages, trading losses, not caused by fraud or dishonesty.
- Liability arising out of violation of any Rules and Regulation of the Govt. or Statutory authorities.

Disclaimer: The above information is only indicative in nature. For full details of the coverage & exclusions please contact our nearest office and refer to the policy.

Information about our Claims Services

- The Company's dedicated and experienced claims team aim to deliver a differentiated customer service of a fast, fair, convenient and transparent claims process for the management and settlement of your claim.
- The Company's philosophy is to always look for ways to pay valid claims in a fair and timely manner.

Our Claims Services will:

- Provide assistance in emergency situations
- Where necessary, co-ordinate repair/replacement of your property if it is damaged or lost
- Keep you informed of the progress of your claim

The Company will act efficiently to ensure you get back to normal as quickly as possible

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Insurance Act, 1938, Section 41-Prohibition of Rebates

1. No person shall allow or offer to allow, either directly or indirectly as an inducement to any person to take out or renew or continue an insurance in respect of any kind or risk relating to lives or property in India, any rebate of the whole or part of the commission payable or any rebate of the premium shown on the policy, nor shall any person taking out or renewing or continuing a policy, accept any rebate except such rebate as may be allowed in accordance with the prospectuses or tables of the Insurer
2. Any person making default in complying with the provisions of this section shall be liable for a penalty, which may extend to Ten Lakh rupees.

Add Ons-

S.No	Add Ons
1	Automatic reinstatement of Sum Insured
2	Claim Preparation Clause & Audit Fee (including computer system certification)
3	Cost of rectifying accounting & computer records & Programmes
4	Credit/ Debit Card (fraudulent use of)
5	Extended Cover for past employees