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| PRODUCT DISCLOSURE SHEET – FIDELITY GUARANTEE INSURANCE (Please read this Product Disclosure Sheet before you decide to take out a Fidelity Guarantee Insurance . Be sure to also read the general terms and conditions stated in the policy). | Cover Note / Proposal No : 01/09/2018 Name of FSP: Liberty Insurance Berhad Name of Product : Fidelity Guarantee Insurance Date: |
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Non-Consumer Insurance Contract

Pursuant to **Paragraph 4(1) of Schedule 9** of the Financial Services Act 2013, if you are applying for this Insurance **for a purpose related to your trade, business or profession**, you have a duty to disclose any matter that you know to be relevant to our decision in accepting the risks and determining the rates and terms to be applied and any matter a reasonable person in the circumstances could be expected to know to be relevant, otherwise it may result in the avoidance of your contract of insurance, refusal or reduction of your claim(s), change of terms or termination of your contract of insurance.

The above duty of disclosure shall continue until the time your contract of insurance is entered into, varied or renewed with us.

You also have a duty to tell us immediately if at any time after your contract of insurance has been entered into, varied or renewed with us any of the information given in this Proposal Form is inaccurate or has changed.

1. What is this product about?

Fidelity Guarantee is an insurance plan that indemnifies the employer against loss of monies or goods as a result of specific acts of fraud or dishonesty committed by any employee and discovered during employment or within six months after the resignation, death, dismissal or retirement of the employee and within six months of the termination of the policy, whichever happens first.

2. What are the covers / benefits provided?

This type of insurance covers direct pecuniary loss the Insured shall sustain by any act of fraud or dishonesty committed by any insured employee.

The loss must be sustained:

- a) in connection with the Insured employee's employment and duties
- b) during the period of guarantee and renewal thereof
- c) during the uninterrupted employment of such employee
- d) and discovered during the period of guarantee or within six months thereafter

Duration for cover is One year. You will need to renew the insurance plan annually.

3. How much premium do I have to pay?

The minimum annual premium is RM 79.50 per policy. This premium amount is inclusive Service Tax.

4. What are the fees and charges that I have to pay?

The fees and charges that you will have to pay are:

| Type | Amount |
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| Commission paid to the insurance agent | 25% |
| Stamp duty | RM10.00 |
| Service Tax | 6% |

5. What are some of the key terms and conditions that I should be aware of?

Some of the key terms and conditions that you should be aware of are:

- a) Every notice or communication must be given to us in writing.
- b) In the event of a claim, you must identify by name the employee who has committed the acts to us.
- c) It is a condition of the insurance that before new employees (other than staff taken direct from school) are engaged, enquiry will be made by the Insured of previous employers for the previous three years to confirm that each employee is of trustworthy character. Such reference has to be submitted to us in the event of a claim.
- d) Every claim must be lodged with us within two months after the date of such notice accompanied by full particulars and proofs satisfactory to us.

6. What are the major exclusions under this policy?

We are not liable:

- a) If any suppression or misstatement of any fact affecting the risk be made during the period of insurance.
- b) If the precautions and checks for securing accuracy of account and limiting the amount of monies received by or entrusted to any employees at any one time is not observed and put in practice on your part in accordance with the said proposal or
- c) In respect of any loss due to an act insured against committed subsequently by the same employee

(Note : This list is non-exhaustive. Please refer to the policy for the full list of exclusions under this policy.)

7. Can I cancel my policy and how do I cancel it?

You may cancel your policy at anytime by giving written notice to Liberty Insurance Berhad. Upon cancellation, you are entitled to a refund of the premium based on short-period rate, where any minimum premium paid under the policy is not refundable.

8. What do I need to do if there are changes to my contact details?

It is important that you inform us of any changes to your contact details. This is to ensure that all the correspondence will reach you in a timely manner.

9. Where can I get further information?

This product is distributed by UOB. For more information

Please call 24-hour UOB Call Centre at:

Kuala Lumpur : 03-26128121
Penang : 04-2401121
Johor Bahru : 07-2881121
Kuching : 082-287121
Kota Kinabalu : 088-477121

Should you require additional information about Fidelity Guarantee Insurance, please refer to our branches or you can obtain a copy from the insurance agent, or

If you have any other enquiries, please contact us at:

Liberty Insurance Berhad [16688-K]
10th Floor, Menara Liberty,
1008, Jalan Sultan Ismail,
50250 Kuala Lumpur
Toll Free : 1-300-888-990
Tel : 03-2619 9000
Fax : 03-2693 0111
www.libertyinsurance.com.my

IMPORTANT NOTE:

YOU SHOULD READ AND UNDERSTAND THE INSURANCE POLICY AND DISCUSS WITH THE AGENT OR CONTACT THE INSURANCE COMPANY DIRECTLY FOR MORE INFORMATION.

The information provided in this disclosure sheet is valid as at September, 2018.