

Trusts Audits and Control Fidel Questionnaire

TRUSTS

1. How many Trusts are under the management of the Company?

2. Approximate total value of the Trusts:

3. Does the company retain full discretionary control of the trust? YES | NO

If NO, please describe how appointments are made and which personnel are used:

4. Are Trustees only appointed from the individual Partners, Directors, Principals or Employees of the company ? YES | NO

If NO, please describe how appointments are made and which personnel are used:

5. Do you use Corporate Trustees? YES | NO

If so, are the companies wholly owned subsidiaries of the Policyholder?:

6. Do you ever allow settlors of Trusts to give investment advice? YES | NO

If YES please provide full details, and confirm what steps are taken to limit liability in such instances:

AUDIT AND CONTROL

1. How often is an Audit carried out of the companies or trusts under the control of the Company?

2. By whom is the Audit carries out?

3. What steps are taken to keep the majority shareholders or trust settlors/beneficiaries in touch with the current financial position of the trust or company?

4. How often is information under (3) above provided?

5. Please confirm the steps that are taken to avoid acting on behalf of clients whose aims are to utilise your services for unethical or illegal purposes:

SUPPLEMENTARY QUESTIONNAIRE

1. Please confirm that the services provided by the firm fall under the following categories:	Yes/No	Percentage
a) the establishment and administration of companies	a)	a)
b) the establishment and nominee directors and secretaries of companies	b)	b)
c) acting as professional and nominee directors and secretaries of companies	c)	c)
d) acting as Trustees, Directors of Trust/Client companies (Individuals	d)	d)
e) acting as Trustees, Directors of Trust/Client companies (Corporate)	e)	e)

2. Is any work put out to other specialists or consultants? YES | NO

If YES, please give brief details, including:

a) Does the firm require such specialists and consultants to carry professional indemnity insurance and if so for what limits?

b) What percentage of the Firm's fees are paid to sub-contractors?

3. Does the Firm use:

a) A standard form of agreement. YES | NO

If YES to any of the above, please supply typical examples

b) Exchange of letter of appointment for each client. YES | NO

SUPPLIED/NOT SUPPLIED

c) Other means of defining work to be undertaken

SUPPLIED/NOT SUPPLIED

FIDELITY QUESTIONNAIRE ATTACHING TO PROPOSAL FORM

1. If available, does the proposer require an Extension in respect of Fidelity and/or Dishonesty ? YES | NO

If Yes, please answer the following questions:

2. Does the proposer have any other first party (Fidelity Guarantee) or third party dishonesty cover in force at present? YES | NO

If Yes, please give particulars:

3. Is there a complete annual audit by a firm of the professional accountants? YES | NO

Please provide a copy of the most recent Auditor's Management letter.

4. Does the firm obtain satisfactory references when engaging personnel? YES | NO

5. Are all employees, including directors, required annually to take a holiday of at least 10 consecutive working days? YES | NO

6. Are the duties of each employee, including directors arranged so that no one is permitted top control any transaction from commencement to completion? YES | NO

7. Are 2 signatories required on all transactions and does the 2nd signatory verify the supporting documentation? YES | NO

If No, up to what limit is a single signature permitted? €

8. Can Funds' transfer be initiated by telephone or fax ? YES | NO

If Yes, are there written arrangements outlining legal responsibilities, transfer limits and call back parameters for verification?
Please advise details:

9. (I) How often are all wire transfers and bank accounts reconciled by someone other than the persons involved in arranging the transactions?

10. (II) How often is a reconciliation of issued and non issued cheques undertaken?

11. Do you keep clients' money and clients' funds in properly designated clients' accounts completely separate from the firm's own monies? YES | NO

12. If you are given discretionary authority, does the client hold the firm harmless? YES | NO

13. Do you have "known Your Customers" procedures in place in line with the guidelines provided by the IOM FSC? YES | NO

14. Do you have relevant procedures in place to prevent erroneous or fraudulent transfer of funds? YES | NO

15. Does the firm know of any fraud or dishonesty at any time of any director/partner/principal or employee of the firm? YES | NO

16. Has any insurer ever cancelled or refused to accept or continue any dishonesty cover for the firm in respect of any director/partner/principal or employee of the firm? YES | NO

If Yes, please provide full details:

I/we hereby declare that the above statements and particulars are true and that I/we have not suppressed or misstated any material facts and I/we agree that this questionnaire shall be incorporated into and form part of the Proposal Form dated _____ and be the basis of the contract with the Underwriters.

Name of Proposer:	Title:
Signature:	Dated:

