



**FIDELITY  
GUARANTEE**  
Malaysia



**IMPORTANT NOTE**

Please read this Product Disclosure Sheet before you decide to take out a **Fidelity Guarantee Insurance Policy**. Be sure to also read the general terms and conditions stated in the policy

**1. What is this product about?**

This policy provides you with coverage as an employer against any direct pecuniary loss that you may sustain through acts of fraud or dishonesty committed by any of your employees, such as forgery, embezzlement, larceny or false conversion of funds, money and securities belonging to you.

**2. What are the covers / benefits provided?**

This policy covers direct pecuniary loss not exceeding the Amount of Guarantee that you may sustain due to the act of fraud or dishonesty committed by your employees :

- During the period of insurance
- During the uninterrupted continuance of employment of such employee, and
- In connection with his/her occupation and duties; and
- Discovered during the period of insurance or within six months thereafter or within six months after the termination of such employee whichever shall happen first.

Duration of cover is One year. You need to renew your insurance policy annually.

**3. How much premium do I have to pay?**

The total premium that you have to pay may vary depending on the Guarantee Amount, the number of employees insured and the underwriting requirements of the insurance company:

- Guarantee Amount : RM \_\_\_\_\_
- Rate Applicable : \_\_\_\_\_%
- No. of employees insured : \_\_\_\_\_ employees
- Rate per capita : \_\_\_\_\_ per employees

The estimated total premium that you have to pay is : RM \_\_\_\_\_

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

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

- 25% of the premium commission paid to the insurance agent (if any)
- RM10.00 stamp duty on Master policy
- Service Tax is chargeable on the premium at the prevailing rate, where applicable

**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:

• **Duty of disclosure**

You must give all the facts in your application form fully and faithfully otherwise your policy may be void.

- **Change in Risk**

You must inform the company or your agent in writing on any material changes during the policy period so that the necessary amendments are endorsed into your policy.

- **Duty of the Assured**

You shall take all reasonable precautions to safeguard money from theft by employees

- **Aggregate Liability**

If this policy shall be continued in force for more than one period of insurance, our liability shall not be accumulated or increased thereby and our aggregate liability during any number of periods of insurance and for any number of acts of fraud or dishonesty committed by the employee shall not exceed the Amount of Guarantee set against the name of such employee in the policy or the amount guaranteed under any such policy as aforesaid whichever is the greater.

- **Conviction of Employee**

Upon the happening of any circumstances giving rise to a claim under this policy, the Assured shall immediately upon becoming aware of such loss give immediate notice to the Police and take all practical steps to prosecute the employee involved to conviction for any criminal act which the employee involved shall have committed.

- **One Claim per Employee**

The company shall not be liable to pay more than one claim in respect of any one of the employees.

- **Diminution of Amount Guarantee**

Upon the happening of any circumstances covered by this policy, the Aggregate Limit of Guarantee for the period shall immediately stand reduced by the amount paid or payable by the company in respect of the act or acts of fraud or dishonesty involved.

- **Other Insurance**

If at the time of any claim arising under this policy there be any other subsisting guarantee or security in respect of the acts or defaults of the relevant employee, the company shall not be liable to pay or contribute more than its rateable proportion of such claim.

## **6. What are the major exclusions under this policy?**

### **This insurance does not cover:**

- Losses caused by a person who is known to have committed dishonest and fraudulent acts.
- Misappropriation of stock by the employee.
- Loss of interest or consequential loss of any kind.
- Errors in book keeping and/or losses discovered during stocktaking.
- Espionage, blackmailing, extortion, libel and similar risks.
- Losses arising out of any activities and/or business conducted via the Internet, Intranet, Extranet and/or via Assured's own website, Internet site, web address and/or via the transmission of electronic mail or documents by electronic means.

(Note: This list is non-exhaustive. Please refer to the policy contract 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 our company in which case we shall retain the customary short period rate for the time the policy has been in force. Upon cancellation, you are entitled to a refund premium subject to the minimum premium to be retained by the company. No refund of premium will be allowed if there is a claim under the policy.

## **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?

Should you require additional information about our **Fidelity Guarantee insurance** or any other types of insurance products, you may contact us directly or any of our branches or your insurance agent at your convenience. Alternatively, you may visit our website at [www.tuneprotect.com/my](http://www.tuneprotect.com/my)

## 10. Tune Insurance Malaysia Berhad contact details

Tune Insurance Malaysia Berhad  
Level 9, Wisma Tune, No 19, Lorong Dungun,  
Damansara Heights, 50490 Kuala Lumpur

**Telephone** 1800 88 5753  
**Fax** +603 2094 1366  
**Email** [hello.my@tuneprotect.com](mailto:hello.my@tuneprotect.com)

## 11. Other types of General insurance cover available:

Other types of General Insurance cover available are as follows:

- Machine and Equipment insurance
- Money Insurance
- All Risks Insurance
- Equipment All Risk Insurance
- Plate Glass Insurance



### IMPORTANT NOTE

YOU MUST ENSURE THAT YOUR PROPERTY IS INSURED AT THE APPROPRIATE AMOUNT. YOU SHOULD READ AND UNDERSTAND THE INSURANCE POLICY OR CONTACT THE INSURANCE COMPANY DIRECTLY FOR MORE INFORMATION.