



FIDELITY GUARANTEE

Product Disclosure Sheet

Important Note

1. Read this Product Disclosure Sheet before you decide to take out Fidelity Guarantee Insurance Policy. Be sure to also read through the general terms and conditions.
2. You should satisfy yourself that this policy will best serve your needs. You should read and understand the insurance policy and discuss with the intermediary or contact the insurance company directly for more information.
3. 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 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 the Proposal Form is inaccurate or has changed.

1. What is this product about?

This policy is designed to indemnify you against loss as a result of dishonesty of persons holding position or trust in your organization.

2. What are the covers / benefits provided?

This policy covers direct pecuniary loss as you shall sustained by any act of fraud or dishonesty committed by any of your insured employees in connection with his/her employment and duties:-

- during the Period of Insurance
- during his/her uninterrupted continuance employment
- discovered during the Period of Insurance or within 6 months thereafter or within 6 months after his/her death, dismissal or retirement, whichever shall occur first.

The benefit (s) payable under eligible product is protected by PIDM up to limits. Please refer to PIDM's TIPS Brochure or contact Generali Insurance Malaysia Berhad or PIDM (visit www.pidm.gov.my).

3. How much premium do I have to pay?

The premium you have to pay may vary depending on nature of your business, the amount of guarantee, the number and category of employees insured, and our underwriting requirements.

With the payment of additional premium, the policy may be extended to cover the following:-

- a) Auditors' and Accountants' Fees incurred in preparing detailed statement of loss and satisfactory proof of pecuniary loss sustained by you
- b) Longer discovery period more than the standard policy period of discovery of 6 months
- c) Unidentifiable employee extension
- d) Misappropriation of stock by employees

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

What you have to pay in addition to the premium	Amount
Service Tax	8% of premium
Stamp duty	RM10.00
What is included in the premium	Amount
Commission paid to the insurance intermediaries (if any)	25% of premium

The applicability of stamp duty and service tax amount herein applied, or any other taxes are subjected to the prevailing laws of Malaysia.

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

- Duty of disclosure: You must disclose all material facts which you know or ought to know which would affect our underwriting consideration of your proposal, such as your insurance and loss history, any change in occupation of your premises etc

You must ensure that the proposal form is completed accurately as it forms the basis of your insurance contract.

- Amount of Guarantee - You must ensure that the Amount of Guarantee is insured at an appropriate amount. The Amount of Guarantee is applicable for any one claim and in the aggregate during the period of insurance. If the policy be continued in force for more than one period of insurance, our liability in respect of any one claim shall not be accumulated or increased thereby and our aggregate liability during any number of periods of insurance and for any number of losses forming the basis of any one claim whether under this policy or any similar policy in substitution for or substituted by this policy shall not exceed the Amount of Guarantee under the current policy.
- Basis of insurance – You may choose to insure on the following basis:-
 - a) Named basis – You will have to give the name and occupation of the employee you like to insure.
 - b) Unnamed basis – You will have to provide the number and category of employee you like to insure.
- Contribution – If at the time of any loss, there be any other subsisting policy covering the same loss, we shall not be liable for more than its rateable proportion of any sums payable in respect of such loss.
- Excess – This is the amount you have to bear before we indemnify you of a loss.
- Premium Warranty – Premium must be paid and received by us within 60 days from the inception date of the cover, otherwise the cover is automatically cancelled and you will still be responsible to pay the proportion of premium for the period we have been on risk.

Note: This list is not exhaustive. Please refer to the policy wording for the full list of terms and conditions under this policy

6. What are the major exclusions under this policy?

This policy does not cover:-

- any act of fraud or dishonesty not committed by the insured employee during the period of insurance or not discovered during the period of insurance/the discovery period or not discovered within 6 months after death, dismissal or retirement of such employee.
- loss or damage occasioned by fire or explosion
- any act of terrorism

Note: This list is not exhaustive. Please refer to the policy wording for the full list of terms and conditions under this policy.

7. Can I cancel my policy?

You may cancel your policy at any time by giving written notice to us. Upon cancellation, any refund of the premium would be based on the conditions stipulated in 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 change in your contact details to ensure that all correspondence reach you in a timely manner. You may inform our Customer Service Centre or our branch office.

9. What should I do in the event of loss?

You must :-

- i) report the incident to the Police immediately and render all reasonable assistance in causing the discovery and punishment of any guilty person.
- ii) notify us in writing with full details as soon as possible. Early notification is required to avoid any prejudice to your claim.

10. What should I do when making a claim?

You must submit your claim with all the supporting information and documents to us and give full cooperation to the adjusters/investigators appointed by us in assessing your claim.

11. Where can I get further information?

If you have any enquiries about this product or any other types of similar products, you can contact us or your insurance intermediary or visit our website at www.general.com.my.

General Insurance Malaysia Berhad

Reg No: 197501002042 (23820-W)

General Customer Service Centre

Level 1, Menara General,

27 Jalan Sultan Ismail, 50250 Kuala Lumpur, Malaysia.

Tel: 1 300 13 2121 or +603 3007 2121

Email: customer.service.gi@general.com.my

www.general.com.my

The information provided in this Product Disclosure Sheet is a summary for quick and easy reference. The exact terms and conditions that apply are stated in the policy wording.

General Insurance Malaysia Berhad is licensed under the Financial Services Act 2013 and regulated by Bank Negara Malaysia.

The information provided in this disclosure sheet is valid as at 24 February 2025.