

Q U E S T I O N S

A N S W E R S

9. a) In what capacity will applicant be employed ? ...
 b) In what way will money pass through his hands ? ...
 c) What will be the largest amount entrusted to him at any one time ? ...
 d) How long will he hold it ? ...
 e) i) Will he have control of Postal or Revenue stamps ? If so, ...
 ii) How often, and ...
 iii) By what means will you check them and satisfy yourself that all monies therefor have been duly expended ? ...
 f) i) Will he be in charge of any stock ? If so, ...
 ii) What is the nature and value of same, and ...
 iii) How often will it be checked by an independent person ? ...
 g) How often will you require the Applicant to render a statement of cash received, and pay same to you or into Bank ? ...
 h) How often will you check his accounts ? ...
 i) i) Will you require him to give receipts from a book with numbered counterfoils ? ...
 ii) If so, how often will these be checked, and ...
 iii) By whom will they be checked ? ...
 j) i) Will he be allowed to retain any balance in hand ? If so, how much ? ...
 ii) How often will you check that he has this in his possession ? ...
 k) i) Will he make payments on your behalf ? ...
 ii) If so, are these payments previously authorised by you, and subsequently checked by you ? ...
 iii) In what way do you control any disbursements he may make ? ...
 l) Will he be authorised to make Bank logements on your behalf ? ...
 m) How often and by whom is the bank Pass Book checked ? ...
 n) What system do you adopt for balancing and closing his accounts ? ...
 o) How often do you send accounts **direct** to customers independently of applicant ? ...
 p) How often do you check outstanding accounts and communicate **direct** with those customers who are in arrears ? ...
 q) Will he be allowed to retain expenses and disbursements out of money collected ? ...
 r) How often do you balance your books ? ...
 s) Is there a full and complete professional audit ? If so, how often ? ...

- a)
 b)
 c)
 d)
 e) i)
 ii)
 iii)
 f) i)
 ii)
 iii)
 g)
 h)
 i) i)
 ii)
 iii)
 j) i)
 ii)
 k) i)
 ii)
 iii)
 l)
 m)
 n)
 o)
 p)
 q)
 r)
 s)

I/We hereby declare that the foregoing answers are true and agree that they shall form the basis of the contract between me/us and the ROYAL INSURANCE CORPORATION OF BHUTAN.

Date.....

Signature of Employer }

(The employee has to complete a separate Applicant's form)