

Standard Insurance Sdn Bhd is a registered company under the Insurance Order, 2006 and regulated by AMBD.

PRODUCT DISCLOSURE SHEET	Standard Insurance Sdn Bhd
Read this Product Disclosure Sheet before you decide to take out the Fidelity Guarantee Insurance . Be sure to also read the general terms and conditions. Seek clarification from us if you do not understand any part of this document or general terms.	Fidelity Guarantee Insurance Date: 01/01/2021 <i>The information provided in this product disclosure sheet is valid as at 01/01/2021 onwards.</i>

1. What is this product about?

This product offers protection against employers from acts of fraud or dishonesty leading to financial loss from his employees, arising from theft, misappropriation of funds, false conversion of money or stock, or forgery.

2. What are the coverages and exclusions provided?

The policy can be arranged to cover on all or selected employees on the following basis;

- On named basis with specific guarantee amount for each employee;
- On named basis with guarantee amount floating for all employees;
- On unnamed basis with guarantee amount floating for all employees.

The principal exclusions applied to this policy are;

- If the nature of the employer's business is changed;
- If the duties and conditions of employment are changed;
- If remuneration of the employee is reduced without sanction by the Company;
- If the precautions and checks for securing accuracy of accounts are not observed.

Duration of cover is for one year. You need to renew your policy contract annually.

Note: The limit of the policy is always aggregated and once exhausted, reinstatement is required. These lists are non-exhaustive. Please refer to the policy contract for further details of the above benefits and exclusions.

3. How much premium do I have to pay?

The insurance premium that is charged annually is calculated based on the limit of guarantee, selected additional coverage (if any) and our underwriting requirements. Please discuss with your agent or contact us directly for more information.

All premiums (if applicable) will be subjected to relevant charges or taxes, as deemed necessary by the Autoriti Monetari Brunei Darussalam. It is important to keep any receipt that you receive as proof of payment of premiums.

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

There are no other fees or charges payable by you.

5. What are some of the important notes that customers should know of?

Importance of disclosure

- Pursuant to Section 88 of the Insurance Order 2006, if you are applying for this insurance wholly for purposes unrelated to your trade, business or profession, you have a duty to take reasonable care not to make a misrepresentation in answering the questions in the application form (or when you apply for this insurance). You must answer the questions fully and accurately.
- Failure to take reasonable care in answering the questions 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.
- In addition to answering the questions in the application form (or when you apply for this insurance), you are required to disclose any other matter that you know to be relevant to our decision in accepting the risks and determining the rates and terms to be applied.
- 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 application form (or when you applied for this insurance) is inaccurate or has changed.

Claims - All claims must be notified to us as soon as possible but in any case within fourteen (14) days after any event which may entitle you to claim under the policy. Send to us immediately all relevant documents that we may reasonably acquire to support your claims. Any documents or evidence required by us to verify the claim shall be provided by you at your own expense. The Company shall not be liable to pay any Benefit after the expiration of twelve months from the happening of the Event unless the claim in respect of the Event is the subject of pending action or arbitration.

Note: This list is non-exhaustive. Please refer to the policy contract for the full list of terms and conditions.

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

It is important that you inform us of any changes in your contact details to ensure that all correspondences reach you in a timely manner, either through written notice, call, text or by dropping by any of our branches.

7. What happens in the event of a cancellation?

You may cancel your policy by giving a written notice to us. Upon confirmation of the cancellation, you are entitled to a return of the premium subject to our short period rates for the period the Policy has been in force and provided no claim has arisen during the current period of insurance.

8. What is a notice of expiry?

A notice of expiry is a document reminding you of the date when the terms of your coverage will end. We will send this notice of expiry to you through postage two (2) months in advance of the end of your contract.

9. What happens in the event the Insurance Agent ceases to operate?

Should the Insurance Agent that handles your insurance profile cease to operate, you will be redirected to any of our branches of your preferences to continue handling your profile.

10. Where can I get assistance and redress?

If you have any enquiries, please contact us at:

Standard Insurance Sdn Bhd

Unit No. A11, Block A, Bgn. Habza,
Spg. 150, Kg. Kiarong,
BE1318, Negara Brunei Darussalam

Telephone Number: +673 2240401

Facsimile Number: +673 2240405

E-mail: general@standardinsurancebrunei.com

Homepage: www.standardinsurancebrunei.biz

If your query or complaint is not satisfactorily resolved by us, you may contact Financial Consumer Issues, Autoriti Monetari Brunei Darussalam via email at fcj@ambd.gov.bn or at the following address:

Level 7, Financial Consumer Issues
Autoriti Monetari Brunei Darussalam
Ministry of Finance and Economy Building
Commonwealth Drive
Brunei Darussalam
Tel: +673 2384626

11. Where can I get further information?

If you require any further information, do feel free to drop by or contact us at our following address:

Underwriting Department

Unit No. A11, Block A, Bgn. Habza,
Spg. 150, Kg. Kiarong,
BE1318, Negara Brunei Darussalam
Telephone Number: +673 2240401

**IMPORTANT NOTE:
YOU SHOULD READ AND UNDERSTAND THE INSURANCE POLICY AND CONTACT THE INSURANCE COMPANY DIRECTLY FOR MORE INFORMATION.**

The terms and conditions indicated in this Product Disclosure Sheet are indicative and not binding on the insurance companies. The final terms and conditions are as stipulated in the insurance policy after the insurance company's assessment.

<i>I / We hereby confirm having explained the Product Disclosure Sheet (PDS) to Customer in their preferred language English/Malay/Other (delete as applicable)</i>	<i>I / We hereby confirm having received and understand the explanation given in my preferred language English/Malay/Other (delete as applicable)</i>
<i>Name:</i>	<i>Name:</i>
<i>IC No.:</i>	<i>IC No.:</i>
<i>Date:</i>	<i>Date:</i>