

AZANIA BANK LIMITED



MAWASILIANO TOWERS
P.O.Box 32089
Dar es Salaam, Tanzania
Tel: 2412028 / 26 / 27
Fax: 2412028
Email: info@azaniabank.co.tz
www.azaniabank.co.tz

TENDER DOCUMENT FOR

PROVISION OF BANKER'S BLANKET BOND

SERVICES

TENDER NO. ABL/2023/NCS/06

FEBRURAY, 2023

TENDER CHECKLIST TO BE ATTACHED WITH THE TENDER DOCUMENT

The following documents should be provided for a bid to be valid. Bidders are asked to supply and tick off the following information. Failure to provide any of the stated documents may result in the bid being considered noncompliant and rejected:

No.	Particulars of Completed Tender Documents	Status of Submission (Tick)	Ref. Page No.
1.	Proof of document purchase		
2.	Form of Tender		
3.	Power of Attorney		
4.	Tender securing declaration		
5.	Certificate of Company incorporation/registration		
6.	Valid TIN and VRN Certificate		
7.	Tax Clearance Certificate from TRA valid to 31st December 2022		
8.	Valid and Relevant Business license		
9.	Registration certificate with relevant regulatory Bodies		
10.	Financial strength of the company/firm		
11.	Copy of the reinsurance arrangement treaty		
12.	Rating (Security of reinsurance)		
13.	Financial strength of reinsurance		
14.	No. of contracts handled in the last five years (attach copy of contract/ LPO)		
15.	Recommendation letters from five Corporate Clients		
16.	Location of the reinsurance		
17.	Service Handling and delivery		
18.	Reinsurance characteristics		
19.	Location of the reinsurance		
20.	Price Schedule		

Signature of Bidder:-

Name:-

Telephone No.:-

SECTION I: INVITATION FOR TENDERS

AZANIA BANK LIMITED



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Tender No. ABL/2023/NCS/06

FOR

PROVISION OF BANKERS' BLANKET BOND (BBB) SERVICES

INVITATION FOR TENDERS

Date: 22nd February 2023

1. This Invitation for Tenders follows the General Procurement Notice for this project that appeared in the DailyNews newspaper of 15th February, 2023 and Mwananchi newspaper of 15th February, 2023.
2. The Azania Bank Limited has set aside some funds and it intends to apply part of the proceeds of this fund to cover eligible payment under the contract for the **Provision of Bankers' Blanket Bond (BBB) Services**
3. Azania Bank Limited now invites sealed Tenders from eligible service providers for the **Provision of Bankers' Blanket Bond (BBB) Services**.
4. Tendering will be conducted through the National Competitive Tendering method specified in the Procurement Regulations, 2013 – Government Notice No.446
5. Interested eligible tenderers may obtain further information from and inspect the Bidding Documents (uploaded in the Azania Bank website) or at the office of the **Procurement Management Unit, Azania Bank Limited, P. O Box 32089 at Mawasiliano Tower Building- Ubungo,**

Ground floor Office from 08:30 am to 4:00 pm on Mondays to Fridays inclusive except on public holidays.

6. Interested eligible tenderers may obtain complete set of Tender Documents by downloading through Azania Bank Limited website www.azaniabank.co.tz select **"Tenders"** OR www.azaniabannk.co.tz/azania-tenders.
7. A complete set of Tendering Documents in English language and additional sets may be obtained by Tenderers through Azania Bank Limited website www.azaniabank.co.tz select **"Tenders"** OR www.azaniabannk.co.tz/azania-tenders. upon payment of non-refundable participation fee of **Tshs 100,000.00** for each tender/Lot being applied payable to account number LI145065; Account Name: Miscellaneous Credit at any Azania Bank Limited branch.
8. All tenders must be accompanied by a Tender Securing Declaration in the format provided in the Tendering Documents.
9. Completed Tender Document, **"Original and copy"** enclosed in plain sealed envelope, marked with the Tender Number and Lot Number shall be addressed to: -

**Procurement Management Unit,
Azania Bank Limited
P.O Box 32089, Dar es Salaam**

and be submitted at Mawasiliano Tower, Ground Floor along Sam Nujoma Road, Dar es Salaam, so as to be received on or before **Tuesday 07th March, 2023 at 02:00 p.m.**
10. Applications will be opened immediately thereafter in the presence of the applicants or their representatives who choose to attend the opening at **Mawasiliano Tower, 3rd Floor, Board Room on Tuesday 07th March, 2023 at 02:00 p.m.**
11. Late Tenders portion of Tenders, Tenders not received, Tenders not opened at the Tender opening ceremony shall not be accepted for evaluation irrespective of the circumstances.

THE MANAGING DIRECTOR

SECTION II: INSTRUCTION TO TENDERERS

Instruction to Tenderers to be used for this Tender shall be the Instructions to Tenderers (ITT) for the Standard Tender Document for Procurement of Non-Consultancy Services prepared by the Public Procurement Regulatory Authority available on PPRA's Website www.ppra.go.tz

SECTION III: TENDER DATA SHEET

Tender Data Sheet (TDS)

TDS Clause Number	ITT Clause Number	Amendments of, and Supplements to, Clauses in the Instruction to Tenderers
A. Introduction		
1.	1.1	<p>Name of Procuring Entity: Azania Bank Limited</p> <p>The subject of procurement is: Provision of Provision of Bankers' Blanket Bond (BBB) Services.</p> <p>Tender No. ABL/2023/NCS/06</p>
2.	1.2	Expected period to provide the service(s): one year from the contract signing date with an option of renewing for another period of one year subject to performance.
3.	2.1	Name of Project: Provision of Provision of Bankers' Blanket Bond (BBB) Services
		Name of procuring entity/ institution: Azania Bank Limited
		Financial Year: 2023
		Name of Project: Provision of Provision of Bankers' Blanket Bond (BBB) Services
		The loan/ credit number: N/A
4.	2.2	Name of financing institution: Azania Bank Limited
5.	3.1	Maximum number of members in the joint venture, consortium or association shall be: N/A
6.	6.3	The site visit and pre-Tender meeting shall be held on: N/A
B. Tendering Documents		
7.	7.2	The number of copies to be returned is one original and one copy
8.	8.1	<p>The address for clarification of Tendering Documents is <u>tenders@azaniabank.co.tz</u></p> <p>Period to respond to request for clarification is three days</p>

C. Preparation of Tenders		
9.	10.1	The language of all correspondences and documents related to the Tender is: English
10.	11.1(h)	<p>In addition to the documents stated in ITT 11, the following documents must be included with the Tender;</p> <ul style="list-style-type: none"> • Certificate of Incorporation/Registration • Audited Financial statements for the past two years (2020 and 2021) • VAT Certificates (if applicable) • Valid and Relevant Business License • Current Tax Clearance Certificated from TRA • Notarized Power of Attorney • Tender Securing Declaration • Form of integrity • Form of Tender
11.	14.4	Rates and price quoted by the Tenderer subject to adjustment during the performance of the contract N/A
12.	15.1	For inputs to the services which the Tenderer expects to provide within Tanzania, prices shall be quoted in Tanzania Shillings
13.	15.2	The rates of exchange to be used by the Tenderer shall be those established by the Bank of Tanzania N/A
14.	16.1	The Tender Validity Period shall be 90 days after the deadline for Tender submission specified in the Tender Data Sheet.
15.	17.1	A Tender Securing Declaration form shall be filled by the Tenderer
	17.3	Another Form of Tender Security is N/A
16.	18.1, 18.2, 18.3	Alternative tenders to the requirements of the Tendering Documents <i>will not</i> be permitted
17.	19.1	The number of copies of the Tender to be completed and returned shall be one original and one copy
	19.2	Written form of authorization of the signatory of tender shall be

		Notarized power of attorney
D. Submission of Tenders		
18.	20.2	<p>Tenders shall be submitted at:</p> <p>Azania Bank Limited Procurement Management Unit Mawsiliano Tower Building, Ground Floor, Ubungo - Sam Nujoma Road P.o. Box 32089 Dar es Salaam</p>
19.	21.1	<p>The deadline for submission of tenders shall be:</p> <ol style="list-style-type: none"> 1. Day: Tuesday 2. Date: 07th March, 2023 3. Time: 02:00 p.m.
E. Opening and Evaluation of Tenders		
20.	24.1	<p>The Tender opening shall take place at:</p> <p>Street address: Ubungo - Sam Nujoma Road, Building/Plot No. Mawasiliano Tower Floor/Room No. 03rd Floor Country: Tanzania Day: Tuesday Date: 07th March, 2023 Time : 02:00 p.m.</p>
21.	24.3	Other details to be announced during Tender opening are: N/A
22.	28.3	<p>Criteria for Tender evaluation shall be;</p> <p>1. Preliminary Evaluation</p> <p>During preliminary evaluation PE will check the eligibility criteria by looking on the following</p> <ol style="list-style-type: none"> i. Submission o Power of attorney ii. Tender securing declaration iii. Valid TIN Certificate iv. Tax Clearance Certificate valid to 31st Dec 2022

		<ul style="list-style-type: none"> v. Valid VAT Certificate (where applicable) vi. Valid and Relevant Business license vii. Certificate of registration/Incorporation viii. Registration certificate with relevant regulatory Bodies ix. Tax clearance certificate from Tanzania Revenue Authority x. Form of Tender in the format provided <p>2. Technical Evaluation:</p> <ul style="list-style-type: none"> i. Copy of the reinsurance arrangement treaty ii. Recommendation letters from five Corporate Clients iii. No. of contracts handled in the last five years (attach copy of contract/ LPO) iv. Financial strength of the company/ firm v. Rating (Security of reinsurance) vi. Financial strength of reinsurance vii. Reinsurance characteristics viii. Location of the reinsurance (London market is highly preferred) ix. Service Handling and delivery <p>3. Financial Evaluation:</p> <p>The responsive bidders shall be subjected to price comparison</p>
23.	30.1	<p>The currency that shall be used for Tender evaluation and comparison purposes to convert all Tender prices expressed in various currencies is Tanzania Shilling</p> <p>The source of exchange rate shall be: Bank of Tanzania</p>
	30.2	The date of exchange rate shall be: The date of tender opening
24.	32.1	Domestic service providers will not receive a margin of preference in Tender evaluation.
	32.5	The margin of preference applicable shall be N/A

F. Award of Contract		
25.	38.1	Percentage for quantity increase or decrease is: N/A
26.	41.1	Amount of Performance Security shall be: 10% of the Contract Price in the format of Unconditional Bank Guarantee issued by a reputable Bank
27.	42.1	The Advance Payment shall be limited to N/A
28.	43.1	The Adjudicator proposed by the Procuring Entity is Court of Law The hourly fee for this proposed Adjudicator shall be N/A
G: REVIEW OF PROCUREMENT DECISIONS		
29.	47.1	Address to Submit complaints for administrative review: Managing Director Azania Bank Limited P.O Box 32089 Dar es Salaam

SECTION IV: GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract to be used for this Tender shall be the General Conditions of Contract for the Standard Tender Document for Procurement of Non-Consultancy Services prepared by the Public Procurement Regulatory Authority available on PPRA's Website www.ppra.go.tz.

SECTION V: SPECIAL CONDITIONS OF CONTRACT

Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

SCC Number	GCC Number	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
A. General Provisions		
1.	1.1(a)	The Adjudicator is Court of Law
	1.1(b)	Activity schedule Provision of Provision of Bankers' Blanket Bond (BBB) Services
	1.1(c)	The Arbitrator is Court of Law
	1.1(d)	The completion date is one year from the contract signing date with an option of renewing for another period of one year subject to performance
	1.1(e)	The contract name is Provision of Provision of Bankers' Blanket Bond (BBB) Services
	1.1(l)	The Employer is Azania Bank Limited
	1.1(s)	The Member in Charge is Bancassurance Manager
	1.1(v)	The Service Provider is to be known later
	1.1(z)	The works to be performed by the service provider Provision of Provision of Bankers' Blanket Bond (BBB) Services

2.	2.1	The law that applies to the Contract is the law of Tanzania
3.	4.1	The language is English
4.	5.1	<p>The addresses are:</p> <p>Employer:</p> <p>Managing Director, Azania Bank Limited, P.O. Box 32089 Dar es Salaam</p> <p>Service Provider: To be Known after Award</p>
5.	7.1	<p>The Authorized Representatives are:</p> <p>For the Employer: Bancassurance Manager</p> <p>For the Service Provider: To be Known later</p>
B. Commencement, Completion, Modification, and Termination of Contract		
6.	9.1	Schedule of other Services as per the schedule of activity/requirement in section VI
7.	11.1	The date on which this Contract shall come into effect is immediate after signing the contract.
8.	112.2	The Starting Date for the commencement of Services is immediate after signing the contract
9.	13.1	The Intended Completion Date is one year from the contract signing date with an option of renewing for another period of one year subject to performance

C. Obligations of the Service Provider		
10.	18.3 (c)	<p>Give the list of other activities which the personnel of service providers should not engage in:</p> <ul style="list-style-type: none"> i. Internal Affairs of the Bank's Operations ii. Use of documents which were obtained as part of the work performance for other purposes without prior approval of the Employer iii. Leak of information without prior approval of the Employer
11.	20.1	<p>The risks and coverage by insurance shall be:</p> <ul style="list-style-type: none"> (i) Third Party motor vehicle - N/A (ii) Third Party liability -N/A (iii) Employer's liability and workers' compensation N/A (iv) Professional liability - N/A (v) Loss or damage to equipment and property - N/A
12.	23.4	Other Measures for HIV-Aids awareness programme: N/A
13.	24.1(d)	<p>The other actions requiring the employer's prior approval are.</p> <ul style="list-style-type: none"> i. Use of documents obtained in due of performance of work for other purposes other than the required work. ii. Access of restricted areas which are crucial for work performance. iii. Performance of works, which are outside the agreed

		<p>scope of work.</p> <p>iv. Extension of contract duration (where necessary)</p> <p>v. Any addition works / services.</p>
14.	26.1	<p>Restrictions about future use of documents submitted by Service Providers: No Restriction shall be provided to the Employer;</p> <p>The service provider shall be liable for any other part involved in the production of the jingle</p>
15.	27.1	<p>The liquidated damages rate is 0.10% of Contract price per day</p> <p>The maximum amount of liquidated damages for the whole contract is 10% of the final Contract Price.</p> <p>The percentage of the cost of having a Defect corrected to be used for the calculation of Lack of Performance Penalty/(ies) is 10%</p>
16.	28.1	<p>Performance Security shall be valid within the contractual period</p> <p>The amount of Performance Security, as a percentage of the Contract Price shall be 10% of the contract price</p>
E. Obligations of the Employer		
F. Payments to the Service Provider		
18.	35.1(a)	The amount in local currency is to be known after award
19.	35.1(b)	The amount in foreign currency or currencies is N/A

20.	37.1	<p>Payments shall be made according to the following schedule:</p> <ul style="list-style-type: none"> • 100% upon submission of an invoice which will be verified by the supervisor to ensure the services were provided accordingly
21.	38.1	<p>Payment shall be made within 28 calendar days of receipt of the invoice and the relevant documents specified in GCC 37, and within 60 days in the case of the final payment.</p>
22.	39.1	<p>Price adjustment is <i>not applied</i> in accordance with GCC 39.</p>
H. Settlement of Disputes		
23.	44.3	<p>The Adjudicator is Court of Law</p> <p>The designated Appointing Authority for a new Adjudicator is <i>N/A</i></p>

SECTION VI: TERMS OF REFERENCE & PROPOSAL FORM FOR BANKERS BLANKET BOND POLICY, ELECTRONIC AND COMPUTER CRIME POLICY, PROFESSIONAL INDEMNITY POLICY AND DIRECTORS AND OFFICERS LIABILITY POLICY

Bankers Blanket Bond (**BBB**) Insurance protects a Financial Institutions for loss of assets (Including cash, bullion, securities documents or similar valuable assets) from either employee fraud or losses caused by third parties occurring through robbery, forgery, counterfeiting, transfer fraud or computer fraud. The BBB Insurance covers the following:

1. Electronic & Computer Crime Insurance

Covers Computer systems, Electronic Data & Media, Computer Virus, Electronic & Tele facsimile communications, Electronic Transmissions, Electronic securities and Voice Initiated Instructions.

2. Financial Institution Directors & Officers Insurance

Protects Directors and Officers of the Bank against loss arising out of their status or conduct as directors or officers.

3. Financial Institution Professional Indemnity Insurance

Protects businesses and professionals from the financial consequences of their legal liabilities to third parties arising from breach of their professional duties.

Azania Bank Limited being one amongst the financial institution invites you to avail the proposal for such services for the year 2023/2024. You are requested to kindly share your premium proposal. Your proposal should include the below:

PROPOSAL FORM FOR

BANKERS BLANKET BOND POLICY
and
ELECTRONIC & COMPUTER CRIME POLICY
and
PROFESSIONAL INDEMNITY POLICY
and
DIRECTORS and OFFICERS LIABILITY POLICY
(including Company Reimbursement)

PLEASE NOTE:

Every Proposer or Insured, when seeking a quotation, taking out or renewing an Insurance Policy, has a legal obligation to reveal to the prospective Insurers any material fact or information which might affect the judgement of the Insurers in deciding whether to accept the Insurance or assessing the conditions of that Insurance.

Failure to observe this obligation could avoid any contract entered into at inception.

- A. If you have insufficient space to complete any of your answers, continue on your headed paper.
- B. This form must be dated and is to be signed by two Directors of the Proposer.
- C. Please attach last Annual Statement and Report for the last two financial periods and any Interim Report issued since.
- D. It is the intention of Underwriters that any contract of insurance with the Proposer shall be based upon the answers and information provided in this Proposal Form and any other additional information provided by the Proposer. If a quotation is offered it will be the intention of Underwriters to offer coverage only in respect of those entities named in answer to question 1.

QUESTIONS APPLICABLE TO ALL COVERS

1. Title of the Proposer listing – AZANIA BANK LIMITED
all subsidiary companies in which
the Proposer has a controlling
interest.
2. Principal Address & country of registration – P.O.BOX 32089 DAR ES SALAAM
3. When Established - 1995

<u>Name of Subsidiary</u>	<u>Location</u>	<u>Date Established</u>	<u>Principal Activity</u>
N/A	N/A	N/A	N/A
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Authorised Capital	TZS 185,493,270,975.00	_____
Paid-up Capital	TZS 185,493,270,975.00	_____
Total Assets	1,185,625,126,254.00	_____
Total Deposits	550,048,231,520.00	_____
Total Loans and Discounts	905,033,735,923.92	_____
Profit Before Tax	TZS 4,622,322,079.68	_____
Return on Assets	_____ 0.40%	_____

Return on Equity 1.89%

Total Funds under Discretionary Management _____

These should be as shown in the last Annual Statement or Report (Please see Note C on page 2).

5. In the last financial year what approximate percentage of the Proposer's total revenues were derived from the following activities:

			<u>%</u>
a)	Commercial Loans,	Domestic	89%
		Foreign	
	Interbank Loans,	Domestic	
		Foreign	
	Personal Loans		
b)	Leasing		11%
c)	Trade Financing, Forfeiting		
d)	Barter, Countertrade or Swap Operations		
e)	Foreign Exchange Dealings		
f)	Commodity Market Dealings		
g)	Securities Dealings		
h)	Mergers and Acquisitions Advice		
i)	Share Placing and New Issues		
j)	Fund Management		
k)	Venture Capital		
l)	Overseas Advisory		
m)	Any other activity (Please describe)		

Attach an organisational chart showing responsibilities and reporting lines to the Board of Directors for each activity.

6. Do you consider the character of your business essentially to be that of a:-

- a) Commercial Bank? a) 48.86% _____
- b) Private Bank? b) _____
- c) Merchant Bank? c) _____
- d) Otherwise (please specify)? d) _____

Please describe briefly
the main activities
of the Bank to amplify
answers a) - d) above.

7. State the number of Directors (Salaried and permanent only) _____
Ten (10) _____

8. State the numbers falling in each of the following categories:

	<u>Number of Locations</u>	<u>Number of Employees and Officers (who are not Directors) but including Employees of all grades including messengers, guards, domestic employees and the like and divided as follows:</u>	
		<u>Banking Duties</u>	<u>Non-Banking Duties</u>
Head Office	One	_____	_____
Computer Centre		_____	_____
Administration Centre		_____	_____
Main Branches		_____	_____
Other Branches		_____	_____
Agencies		_____	_____
Subsidiaries		_____	_____
		} 571	

What has been the percentage turnover in the following employment categories during the last twelve months?

	<u>Inward</u>	<u>Outward</u>
Directors (including those of Subsidiaries)	_____ %	_____ 0% _____
Employees	_____ %	_____ 2% _____

9. State the LIMIT OF INDEMNITY & DEDUCTIBLE required for:

	Limit	Deductible
(a) Bankers Policy	USD 2.5 Million	0
(b) Computer Crime Policy	USD 2.5 Million	0
(c) Professional Indemnity	USD 2.5 Million	0
(d) Directors & Officers	USD 250,000	0

10. State details of insurance which is the subject of this proposal carried during the previous 5 years, if any:

a) Blanket Fidelity

- i) insurers BRITAM INSURANCE
- ii) sum insured 2,500,000 USD
- iii) deductible 0
- iv) wording _____

b) Electronic & Computer Crime

- i) insurers BRITAM INSURANCE
- ii) sum insured 2,500,000 USD
- iii) deductible 0
- iv) wording _____

c) Professional Indemnity

- i) insurers BRITAM INSURANCE
- ii) sum insured 2,500,000 USD
- iii) deductible 0
- iv) wording _____

d) Directors' and Officers'

- i) insurers BRITAM INSURANCE
- ii) sum insured 250,000 USD
- iii) deductible 0
- iv) wording _____

11. a) Has any application made by the Proposer or its predecessors in business for insurance the subject of this Proposal Form ever been declined? Yes/No NO

If yes, state when, by whom and the reasons for declination _____

- b) Has any Policy of insurance the subject of this Proposal form in the name of the Proposer or its predecessors in business ever been cancelled by insurers?
Yes/No _____ NO

If yes, state when, by whom and the reasons for cancellation _____

12. a) State the name and address of Chartered or External Accountants.

- b) State the frequency of auditing services performed by the Accountant for the Proposer.

- c) Does the Auditing Firm regularly review the system of internal controls and furnish written reports?

- d) Do such written reports go to the Board of Directors?

- e) Has the Auditing Firm made any recommendations in the last two audits? If so, state recommendations and confirm that they have been adopted. If not adopted, please give reasons for not doing so.

- f) Has the Auditing Firm been changed in the last five years? If so, give details and explain why the change was made.

- g) Attach a copy of the most recent engagement letter from the Proposer's principal Auditing Firm.

Additional Questions Applicable To Bankers Blanket Bond Cover
(To be answered only if Bankers Blanket Bond cover is required)

13. State MAXIMUM value of
- | | i) Bearer or Negotiable Securities | ii) Cash, bullion, precious stones and similar interest |
|--------------------|------------------------------------|---|
| at | | |
| a) Head Office | a) _____ N/A _____ | _____ |
| b) Main Branches | b) _____ USD 1.5 Million _____ | _____ |
| c) Other locations | c) _____ usd 1.5 Million _____ | _____ |
14. State MAXIMUM amount of cash including stock of unissued travellers cheques at:
- | | with any one teller/cashier | at the entire counter of any one location |
|--------------------|-----------------------------|---|
| a) Head Office | a) _____ N/A _____ | _____ |
| b) Main Branches | b) _____ USD 25,000 _____ | _____ |
| c) Other locations | c) _____ USD 20,000 _____ | _____ |
15. State MAXIMUM amount of cash and bearer and negotiable securities in transit at any one time:
- | | By Armoured Motor Vehicle | | By Messenger | |
|--------------------|----------------------------|------------|--------------|------------|
| | Cash | Securities | Cash | Securities |
| a) Head Office | a) _____ N/A _____ | _____ | _____ | _____ |
| b) Main Branches | b) _____ USD 125,000 _____ | _____ | _____ | _____ |
| c) Other locations | c) _____ USD 100,000 _____ | _____ | _____ | _____ |
| d) Nyarugusu | d) _____ USD 500,000 _____ | _____ | _____ | _____ |
16. State number of
- | | |
|--|--|
| a) current cheque accounts | a) _____ 14,846 _____ |
| b) inactive accounts (being those with no movements in or out during the past 12 months) | b) _____ 3725 _____ |
| c) savings and deposit accounts | c) _____ 72650 Saving accounts / Deposit account 968 _____ |

17. Name of Correspondent Bank
or Agent in London. STANDARD CHARTERED BANK

18. a) Is Forged Securities Extension required? a) YES

b) Is additional cover in excess of the Bankers Policy limit required in respect of: b) YES

i) any Insuring Clause of the Policy i) YES

ii) Vault risk only ii) _____

19. Has any loss, demand or claim, or circumstance likely to give rise to a loss, demand or claim of a type being the subject of this bankers blanket bond insurance been sustained by or made against the Proposer, (including subsidiaries and branches) to which this application applies during the past five years? Yes/No YES

If yes, state:

a)	Date	Location	Nature of loss, demand claim, or circumstance	Amount (actual or estimated) (T25)
	2018	KARIAKOO	FRAUD	213 MILLION
	2018	KAGONGWA	FRAUD	2.3 MILLION
	07th May 2021	IFB	FRAUD	1'367'950'000

b) What steps have been taken to prevent a recurrence of a loss, demand, claim or circumstance of the type described in the answer to a)? We have improved our internal controls

20. a) Have you a RULE BOOK or BOOKS or WRITTEN INSTRUCTIONS covering all aspects of your business which will be maintained and operated and which clearly define the duties of each Employee? YES _____

b) Is the attention of each Employee drawn to these instructions and to their duty of compliance therewith?

YES

c) Are the duties of each Employee arranged so that no one Employee is permitted to control any transaction from commencement to completion?

YES

21. a) Have you designated an Officer or other Employee who is charged, subject to supervision by your Board of Directors, with responsibility for the installation, maintenance and operation of security devices and for the development and administration of a security programme?

YES

b) Are Employees trained (and re-trained from time to time) in security procedures?

YES

22. a) Are unannounced and irregular changes made in the position of Employees within a particular job strata?

YES

b) Are all Employees required to take an uninterrupted holiday of at least two weeks in each calendar year during which they perform no duties and are required to stay away from the Bank premises?

YES

23. a) Is joint custody established and maintained for the safe-guarding of:

i) Property while in

safes or vaults?

YES

ii)

All keys to safes

and vaults?

iii) Codes, cyphers and test keys?

YES

b) Is dual control established and maintained for the handling of:

i) All types of securities, negotiable and non-negotiable instruments and unissued and blank forms of said items?

YES

ii) The reserve supply of official cheques, drafts and unissued travellers cheques?

YES

iii) Dormant accounts of depositors?

YES

iv) Codes, cyphers and test keys?

YES

24. a) Is there an internal audit department?

b) If so,

i) Is there an "audit and control procedures" manual?

YES

ii) How many people are employed in the internal audit department?

SIX

iii) How often are full internal audits made?

QUARTELY

iv) Are audits made regularly on a surprise basis?

YES

v) Are all premises, including computer centres and facilities included in the audit?

YES

- vi) Is the person responsible for the auditing forbidden to originate entries?

YES _____

State details of:

25. VAULTS AND STRONGROOMS

	<u>Head Office</u>	<u>Main Branches</u>	<u>Other Locations</u>
a) Are there vaults and strongrooms on the premises?	YES _____	YES _____	YES _____
b) Are they equipped with			
i) a dial combination lock?	YES _____	YES _____	YES _____
ii) time lock?	_____	_____	_____
iii) a lockable day gate?	YES _____	YES _____	YES _____
c) i) Are the walls, floors and ceilings of reinforced concrete and lined with steel?	YES _____	YES _____	YES _____
ii) State thickness of walls.	_____	_____	_____
d) i) State the name of the manufacturer of the vault door.	CHUBBY _____	_____	_____
ii) State Type, Age and Reference Number of door.	_____	_____	_____
iii) Are doors of arc, torch and drill resistive materials?	YES _____	YES _____	YES _____
iv) Do they have anti-explosive device in the doors?	YES _____	YES _____	YES _____

If any of the above are answered "NO" please describe alternative method of or type of protection. NIL _____

26. SAFES

	<u>Head Office</u>	<u>Main Branches</u>	<u>Other Locations</u>
a) Are there safes on the premises?	YES _____	YES _____	YES _____

- b) Are they equipped with combination locks with a relocking device that will effectively lock the door if the combination is punched?

YES _____ YES _____ YES _____

- c) i) State the name of the manufacturer.

- ii) State Type, Age and Reference Number.

- iii) Are safes fitted with combination locks?

YES _____ YES _____ YES _____

- iv) Are doors of arc, torch and drill resistive material?

YES _____ YES _____ YES _____

- v) Do safes have an anti-explosive device in the door?

YES _____ YES _____ YES _____

- d) Are safes anchored to the floor or alternatively do they weigh not less than 680 Kgs. (1500 lbs) empty?

YES _____ YES _____ YES _____

If any of the above are answered "NO" please describe alternative method of or type of protection.

NIL _____ NIL _____ NIL _____

27. DOORS AND WINDOWS

Head Office

Main Branches

Other Locations

- a) Are all doors fitted with substantial locks?

YES _____ YES _____ YES _____

- b) Are all windows fitted with substantial locks or barred?

YES _____ YES _____ YES _____

28. ALARMS

- a) Are there alarm systems against Burglary?

YES _____

- b) Are they connected to:

- i) Central Station?

YES _____

- ii) Police Station?

- iii) Elsewhere (describe)?

STRONG ROOM AND ENTRANCE POINT _____

29. TELLERS POSITIONS

	<u>Head Office</u>	<u>Main Branches</u>	<u>Other Locations</u>
a) Are there alarm systems against robbery?	YES _____	YES _____	YES _____
b) Does each teller have a robbery alarm button or pedal?	YES _____	YES _____	YES _____
c) Are tellers' positions protected by anti-bandit glass?	YES _____	YES _____	YES _____
d) Are tellers' positions separated from the rest of the Banking Hall by a suitable partition with doors kept locked during Banking hours?	YES _____	YES _____	YES _____
e) Is cash in excess of the amounts referred to in Question 11 of this proposal removed immediately to a locked safe, vault or other protected place?	YES _____	YES _____	YES _____
f) Are all cashiers cash holdings taken to safe/vault when vault is closed?	NO _____	NO _____	NO _____
g) Are cashiers provided with "Bait" or "Decoy" money?	YES _____	YES _____	YES _____

Note: "Bait" money consists of currency notes the denomination, serial numbers and serial years of which have been recorded and verified by a second Employee and left in a safe place. Such "bait" money should be given to cashiers to be handed out only in the event of robbery.

30. GUARDS

	<u>Head Office</u>	<u>Main Branches</u>	<u>Other Locations</u>
a) Do Police patrol and inspect premises?	YES _____	YES _____	YES _____
b) Do you have armed guards:			
i) by day?	YES _____	YES _____	YES _____
ii) by night?	YES _____	YES _____	YES _____
c) Are they provided by:			
i) Police?	_____	_____	_____
ii) Agency?	AGENCY _____	AGENCY _____	AGENCY _____
iii) The Bank itself?	_____	_____	_____
d) Are they protected by bullet proof cages?	NO _____	NO _____	NO _____
e) How many nightwatchmen do you employ?	N/A _____	N/A _____	N/A _____

31. SAFE DEPOSIT BOXES

a) i) How many safe deposit boxes are there?	TBA _____	_____	_____
ii) How many of these are rented?	TBA _____	_____	_____
iii) How many locations provide safe deposit facilities?	TBA _____	_____	_____
b) i) Are all safe deposit boxes in a separate Safe Deposit Vault?	TBA _____	_____	_____
ii) If not, describe where they are kept.	TBA _____		
c) Are all boxes under dual control?	YES _____		

32. TRANSIT

	<u>Head Office</u>	<u>Main Branches</u>	<u>Other Locations</u>
a) Is transfer of money and negotiable securities usually made by armoured motor vehicle?	YES _____	YES _____	YES _____

b) In respect of all other transits:

- | | | | | |
|------|---|-----------|-----------|-----------|
| i) | How many messengers do you employ? | 0 _____ | 2 _____ | 2 _____ |
| ii) | Are messengers accompanied by Police or armed guards? | YES _____ | YES _____ | YES _____ |
| iii) | Are trips scheduled at irregular intervals and over varying routes? | YES _____ | YES _____ | YES _____ |
| iv) | Is a private conveyance used? | NO _____ | NO _____ | NO _____ |
| v) | Do you provide a messenger service for any customers? | NO _____ | NO _____ | NO _____ |
| vi) | Do you make up payrolls for customers and deliver them to factories? | NO _____ | NO _____ | NO _____ |
| vii) | If so, does your responsibility cease immediately on arrival at customers premises? | N/A _____ | N/A _____ | N/A _____ |

33. OTHER PROTECTIONS

- a) Please specify other protection devices such as:

Camera systems	YES _____	YES _____	YES _____
Electrical money traps	YES _____	YES _____	YES _____

or any other security measures not mentioned herein.

_____	_____	_____
-------	-------	-------

Additional Questions in respect of Electronic & Computer Crime Insurance
(To be answered only if Computer Crime Insurance is required)

34. a) How many data processing centres does the Proposer have? 2
- b) Are the data processing centres physically separated from other departments?
 Yes/No YES
- c) Are the data processing centres specifically protected by the following?
- | | |
|--|-------------------|
| i) Burglar Alarm | Yes/No <u>YES</u> |
| ii) Camera System | Yes/No <u>YES</u> |
| iii) Fire Suppression System | Yes/No <u>YES</u> |
| iv) Guards | Yes/No <u>YES</u> |
| v) Other methods (please describe) _____ | |
- d) Are there positive entry control procedures used to restrict the entry of non-authorised personnel into the Proposer's data processing centres utilising the following?
- | | |
|---|-------------------|
| i) Mantrap entry system | Yes/No <u>YES</u> |
| ii) Television recorder to a central guard area | Yes/No <u>YES</u> |
| iii) Personal identification by shift supervisors | Yes/No <u>YES</u> |
| iv) Minicomputer badge system | Yes/No <u>YES</u> |
- e) Is at least one file generation stored and secured off-site from the main data centre in a restricted areas? Yes/No YES
- f) Are the media libraries physically separated from other departments in a restricted area? Yes/No YES
-
35. a) Does the Proposer utilise any person, partnership or organisation (other than the Proposer) to perform data processing services? Yes/No NO
- If yes, identify:
- _____ N/A _____
- _____
- _____
- _____
- i) the name of the service bureau or facilities manager
- _____ N/A _____
- ii) the services provided _____
- _____

b) Have all service bureaux/facilities managers been authorised by written agreement?
Yes/No _____

c) Does the Proposer require service bureaux/facilities managers to maintain separate fidelity insurance and to provide written evidence thereof?
Yes/No _____

If yes, for what minimum amount? _____ NO _____

36. Does the Proposer perform data processing services for any person, partnership or organisation (other than the Proposer)? Yes/No _____ NO _____

If yes, provide details _____ N/A _____

37. a) Does the Proposer utilise independent contractors (other than those which work on the Proposer's premises under the Proposer's supervision) to prepare electronic computer instructions?
Yes/No _____ NO _____

b) Are written agreements obtained from such independent contractors outlining their responsibilities?
Yes/No _____ NO _____

c) Does the Proposer require all independent contractors to maintain separate fidelity insurance and to provide written evidence thereof? Yes/No _____ NO _____

If yes, for what minimum amount? _____ N/A _____

38. a) Does the Proposer operate any Electronic Funds Transfer System*?
Yes/No _____ YES _____

If yes, identify the same TISS, TT, INTERNAL TRANSFER, _____

b) Does the Proposer participate in any electronic Funds Transfer System?
Yes/No _____ YES _____

If yes, state name and services available TISS, MONEY GRAM, TT, WESTERN UNION, MOBILE BANKING, INTERNET BANKING, INTERNAL TRANSFER, _____

* "Electronic Funds Transfer System" means a system which operates automated teller machines or point of sale terminals and includes any shared networks or facilities for said system in which the Proposer participates.

39. a) Does the Proposer engage in a system of clearing debits and credit electronically through an Automated Clearing House*? Yes/No _____ YES _____

If yes, identify those Automated Clearing Houses which are used: _____ TACH _____

b) Does the Proposer transmit data to the Automated Clearing House via

- | | | | |
|------|------------------------------|--------|----------|
| i) | hard copy? | Yes/No | NO_____ |
| ii) | magnetic tape? | Yes/No | NO_____ |
| iii) | on-line communications link? | Yes/No | YES_____ |

* "Automated Clearing House" means a system for the transfer of preauthorised debits and credits.

40. Does the Proposer engage in the purchase, sale, transfer or pledging of Electronic Securities through account(s) maintained at a Central Depository*? Yes/No YES_

If yes, identify those Central Depositories at which accounts are maintained _____

_____ CDS _____

*"Central Depository" means any clearing corporation, including any Federal Reserve Bank of the United States, where as the direct result of an electronic clearing and transfer mechanism entries are made on the books reducing the account of the transferor, pledgor or pledgee and increasing the account of the transferee, pledgee or pledgor by the amount of the obligation or the number of shares or rights transferred, pledged or released.

41. Does the Proposer make or receive funds transfer instruction using the following methods:

a) Interbank Electronic Communications Systems, eg

- | | | | |
|------|-----------------------------|--------|----------|
| i) | Fedwire | Yes/No | NO_____ |
| ii) | Chips | Yes/No | NO_____ |
| iii) | SWIFT | Yes/No | YES_____ |
| iv) | Bankwire | Yes/No | NO_____ |
| v) | Other, please specify _____ | | N/A |

b) Tested Telex Yes/No _____ NO

c) Tested Telefacsimile Yes/No _____ NO

d) Voice initiated Yes/No _____ NO

e) On-line cash management system Yes/No _____ NO

If yes, specify system _____ NIL

f) Magnetic tape exchange Yes/No _____ NO

g) Other Yes/No _____ NO

If yes, please describe _____ N/A

42. Provide a brief description of the methods used to secure funds transfer instructions through the methods listed in question 38 - 41 above, eg Passwords, Encryption, Testing or other message authentication, Call backs, Other (please describe) _____

(use a separate sheet of paper if necessary)

1. There is a call back. Every person in department has his/her password which is not shared.

2. Dupl process in approval

3. Reconciliation is done in daily basis on the days work

4. System is used, and has an access to individual staff

43. a) Has the Proposer designated a Data Security Officer who is charged with the responsibility of the implementation and administration of data security? Yes/No _____ YES
- b) Has the Data Security Officer been specifically trained to fulfil his responsibilities? Yes/No _____ YES
- c) To whom does the Data Security Officer report? _____ IT MANAGER
- d) Is there a written data Security Manual outlining corporate policy and standards necessary to ensure security of data? Yes/No _____ YES
- e) Is the attention of each employee drawn to this policy? Yes/No _____ YES
- f) Describe procedures for staff training on data security issues.
1. There is manual procedure
 2. There is a dedicated staff who takes care of data security issues
 3. There is a time to time updation to all staff on data security and preventive methods
 4. The staff undergo external training to its employees

44. Is there an internal EDP audit department or function? Yes/No _____ YES

If yes:

- a) Is there a written EDP "audit and control procedures" manual? Yes/No _____ YES
- b) How many people are employed in EDP audit? _____ One (1)
- c) Has the internal EDP auditor been specifically trained to fulfil his responsibilities in Data Processing? Yes/No _____ YES
- d) Is there a full continuous EDP audit programme in operation? Yes/No _____ YES
- If no, state scope of the current audit _____ N/A

e) Are written audit reports made? Yes/No YES
If yes, for whom? MANAGEMENT AND BOARD

f) Are the people responsible for auditing free of all other operational responsibilities and forbidden to originate entries? Yes/No YES

45. Describe all major recommendations and/or control deficiencies noted by any external auditor, regulatory authority or independent consultant. Attach a copy of said recommendations and the Proposer's written response thereto.

N/A

46. a) Are passwords used to afford varying levels of entry to the computer system depending on the need and authorisation of the user? Yes/No YES

If yes, are staff instructed to keep passwords confidential? Yes/No YES

b) Does the system enforce regular password change? Yes/No YES

If passwords are not used, describe alternative methods used to protect logical access to the computer system N/A

c) Is the use of terminals restricted only to authorised personnel? Yes/No YES

d) Are unique passwords used to identify each terminal? Yes/No YES

e) Are terminals kept in physically secure locations accessible to authorised personnel only?
Yes/No YES

If no, please describe what steps are taken to prevent an authorised user from utilising a terminal
N/A

f) Does the Proposer utilise any software security packages to control access to its computer systems (eg ACF2, RACF, SECURE)? Yes/No YES

If yes, specify package used ACTIVE DIRECTORY

g) Does the Proposer allow its employees to access its computer systems from home terminals? Yes/No
YES

If yes, describe security measures implemented in respect of such access.

LIMITED ACCESS

- h) Are security packages used to control access to personal computers, lap-tops, intelligent work stations and the like? Yes/No YES
- i) Is the integrity of "off the shelf" software tested by the Proposer prior to being put into use? Yes/No YES
- j) What are the Proposer's procedures for the prevention of infection by computer viruses?

ANT-VIRUS, ESCAN

47. Description of Data Processing

Service Class	Approximate Number of Daily Transactions	Accessed electronically by non-employees?
a) Current or Savings Accounts	20	
b) Loan Accounts 23	23	
c) Credit/Debit Cards 1000	1000	
d) Interbank Funds Transfer 60	60	
e) Dealing 25	25	
f) Automated Clearing 25	25	
g) Cash Management 3000	3000	
h) Other, please specify		

48. Provide details of computer systems to be insured hereunder:-

a) Manufacturer Computers ,laptop DELL,HP,APPLE

b) Model Computers ,laptop DELL,HP,APPLE

49. Has any loss, demand or claim, or circumstance likely to give rise to a loss, demand or claim of a type being the subject of this electronic & computer crime insurance been sustained by or made against the Proposer, (including subsidiaries and branches) to which this application applies during the past five years?
Yes/No _____

If yes, state:

a)	Date	Location	Nature of loss, demand claim, or circumstance	Amount (actual or estimated)
	2021	Rocky city	Internat banking	Ten million TZS
	2021	Masdo	Mobile banking	Four million TZS

- b) What steps have been taken to prevent a recurrence of a loss, demand, claim or circumstance of the type described in the answer to a)? Improving internal control _____

Additional Questions in respect of Professional Indemnity Insurance
(To be answered only if Professional Indemnity Insurance is required)

50. a) Has the Proposer been acquired by another entity, merged or acquired any other business during the last five years? If so, give details.

NO -Rather the proposer acquired other Bank, namely Bank M in 2019

- b) Has the Proposer provided any new services to its clients during the last three years? If so, give details.

YES

Introducing Azania wakala

- c) Does the Proposer intend to offer any new services to its clients during the next twelve months? If so, give details.

To be advised

51. State names of all Executive and non-Executive Directors, their length of service, specific responsibilities and professional qualifications:

<u>Name</u>	<u>Length of Service</u>	<u>Specific Responsibilities</u>	<u>Professional Qualifications</u>
Attached in financials			

52. a) State the total of salaries, including commissions, paid to Directors and Employees during the last financial year:

- b) Attached
 Are any Directors or Employees compensated by Bonus, Profit Commission, or similar performance related reward which is based upon their own performance or that of their department/division/subsidiary (as distinguished from the Proposer as a whole)?

If so, state in which department/divisions/subsidiaries:

Attached

If so:-

- a) Are all Clients' agreements reviewed annually? _____ N/A _____
- b) Are all trust/discretionary transactions subject to the same procedures and review as the Proposer's own account transactions? _____ N/A _____

If not, please describe.

_____ N/A _____

c) State:

- i) The number of trust/discretionary accounts _____ N/A _____
- ii) The total value of the largest managed account. _____ N/A _____

d) How often are financial reports rendered to clients?

_____ N/A _____

e) Does the Proposer have an "approved" list of securities which can be recommended to clients?

_____ N/A _____

55.

a) Does the Proposer use or subscribe to any Electronic Funds Transfer Systems?

List each one.

_____ SWIFT _____

_____ CO-BANKING SYSTEM (FLEXCUBE) _____

b) Does the Proposer use or subscribe to any Electronic Funds Transfer Systems which allow direct access by clients to the Proposer's data base?

List each one.

_____ INTERNET BANKING & MOBILE BANKING _____

- c) Does the Proposer use or subscribe to any Electronic Funds Transfer Systems which allow clients to execute directly a transfer of funds?

____INTERNET BANKING AND MOBILE BANKING____

List each one, indicating whether transfer can be made on a pre-format or free-format basis.

____AS ABOVE____

56. Does the Proposer permit the initiation of Funds Transfer by telephonic instruction from clients?

____NO____

If so,

- a) Do all clients to whom this facility is available complete written agreements outlining legal responsibilities, transfer limits and call back parameters for verification? If so, attach a copy.

____N/A____

- b) What are the call back parameters for verification?

____N/A____

- c) Are all such instructions directed only to the Wire Transfer Room?

____N/A____

- d) Are all conversations including these instructions recorded?

____N/A____

- e) Is a written document produced in respect of each instruction, which is date/time stamped, logged and maintained for at least 90 days?

____N/A____

57. Describe the procedures adopted when instructions are received by telephone:

- a) Within the Commodity department.

____N/A____

- b) Concerning the purchase/sale of stock.

N/A

- c) Within the Foreign Exchange Department.

N/A

58. To which regulatory authorities are the Proposer and those subsidiaries listed in the answer to question 1 accountable?

CENTRAL BANK OF TANZANIA

59. a) State the name and address of Lawyers routinely acting for the Proposer.

JURISTIC LAW CHAMBER,MM ATTORNEY,HALLMARK ATTORNEY,CRB LEGAL.

- b) Do the Lawyers supply written opinions as to the legality of any change in investment or management policy in connection with Trusteeship activities?

N/A

- c) Does the Proposer have an in-house Legal Department?

YES

If so, how many legally qualified individuals does it consist of?

5 PEOPLE

What are the department's responsibilities?

Management of all legal matters within a bank.

Does it offer its services to customers or other Third Parties? If so, please give details.

NO

- d) Does the Proposer use a standard form of contract, agreement or letter of appointment with regard to services performed?

No standard format

Are these regularly reviewed, and if so, by whom?

_____ N/A _____

- e) Are all publications issued by the Proposer reviewed by the in-house Legal Department and/or outside legal advisers?

_____ YES _____

60.

- a) Does the Proposer have a Compliance Officer? _____ YES _____

- b) If so, state his duties and to whom he reports. Report to director of risk and compliance

61.

- a) Does the Proposer have a written code of ethics encompassing all employees which includes a statement on the principles of acceptable conduct, and with guidelines for acceptable outside activities, conflict of interests, gifts from customers, and prohibition on other employment?

_____ Yes _____

- b) Are employees required to agree in writing that they have read the ethics code and are abiding by said code?

_____ Yes _____

- c) Do you require all Directors and Employees to declare their outside business interests and specify relationships which could lead to possible conflicts of interest?

_____ YES _____

62.

During the last five years has the Proposer received any admonishment or critical directive from any regulatory authority? If so, give details.

_____ NO _____

63.

Is the Proposer currently involved in any litigation as a defendant? If so, give details.

_____ NO _____

64. Has the Proposer any knowledge or information, after full enquiry, of any circumstance whatsoever which might give rise to claims being made against it, its subsidiaries or any branches to which this application applies?

_____ N/A _____

65. Has any demand or claim of a type being the subject of this insurance been made against the Proposer, its subsidiaries or any branches to which this application applies during the past five years?

_____ N/A _____

If Yes please provide full details:-

_____ N/A _____

Additional Questions in respect of Directors & Officers Insurance
(To be answered only if Directors and Officers Insurance is required)

66. Is the Bank (a) listed on the UK Stock Exchange ? _____ NO _____
(b) listed on overseas Stock Exchanges ? (Please specify) _____ N/A _____

(c) traded in any other way ? _____ N/A _____
67. During the past 5 years has:
(a) the name of the Bank changed ? (If "Yes" please give details) _____ NO _____

(b) the capital structure of the Bank changed ? (If "Yes" please give details) _____ Attached in the financial
statement _____
68. Please give details of any change to the list of main board directors given in the Bank's last Annual
Report & Accounts.

_____ N/A _____

69. If the Bank is a subsidiary please give the name of the ultimate holding company.

_____ N/A _____

(Please supply a copy of the last Annual Report & Accounts of the ultimate holding
company)

_____ Attached _____

70. Approximately how many shareholders does the Bank have ? (Classified where appropriate)
Ordinary _____ Attached _____
Preference _____
Others _____
(Please supply copies of Circular Letters to the Bank's shareholders in the last 2 years)
71. What is the total number of shares issued ? _____ Attached _____
72. What is the total number of shares held by Directors and Officers ? (both direct and beneficial)

_____ Attached _____

73. Are there any shareholders owning directly or beneficially 10% or more of the shares ? (If "Yes" please give details and the % owned)

NO

74. Has the Bank revealed publicly that it has under consideration any acquisitions, tender offers or mergers ? (If "Yes" please give details)

NO

75. Are there, at the present time, any proposals of which the Bank is aware relating to its acquisition by or merger with any other company, or proposed public flotation ? (If "Yes" please give details)

NO

76. Please state any changes made to the list of subsidiaries detailed in the Bank's latest available consolidated accounts as a result of any acquisitions or disposals made since the last Balance Sheet date:

<u>Name</u>	<u>% Equity share capital held</u>	<u>Disposal Acquisition</u>	<u>Date of Disposal or Acquisition</u>
-------------	--	---------------------------------	--

N/A

78. Has any loss payment been made under any prior or current Directors and Officers Liability policy or similar insurance ? (If "Yes" give details)

N/A

79. Have any claims ever been made against any past or present Director or Officer of the Bank or its subsidiaries other than those detailed in 7 (a) ? (If "Yes" please give details)

N/A

80. Is the Bank aware, after enquiry, of any circumstance or incident which may give rise to a claim ? (If "Yes" please give details)

N/A

81. Has any official inquiry been undertaken by any regulatory, governmental, professional or other authorised body into the activities of any or all of the Directors or Officers in any capacity ? (If "Yes" please give details) -

NO

DECLARATION

We declare that the statements and particulars in this proposal are true and that we have not misstated or suppressed any material facts. We agree that this Proposal, together with any other information supplied by us shall form the basis of any contract of insurance effected thereon and shall be incorporated therein. We undertake to inform Insurers of any material alteration to these facts whether occurring before or after completion of the Contract of Insurance.

Signing this Proposal Form does not bind the Proposer to complete this insurance.

Dated this 22/02/2023 200

For and on Behalf of AZANIA BANK LIMITED

Signed [Signature]
Chairman/Chief Executive/Managing Director

Signed MABULA KAYANDA.
Director

NOTES

1. If a policy is concluded for Professional Indemnity Insurance will be issued on a "CLAIMS MADE" basis, i.e. to indemnify the Proposer for claims first made against it in the manner described in the policy during the Policy Period.
2. If a policy is concluded for Bankers Blanket Bond Insurance and Electronic & Computer Crime Insurance will be issued on a "LOSSES DISCOVERED" basis to indemnify the Proposer for losses first discovered in the manner described in the policy during the Policy Period. Any policy issued will be a non-admitted indemnity designed to protect the insured from fortuitous loss directly and uninterrupted, resulting from defined happenings or conduct.
3. Manifestly it is not the intention of the insurers or the insured to cover the hazards of trading: to do so would be to transform the role of insurer into that of co-venturer with the right to participate in trading profits. This is a statement of intent and shall not be construed to broaden the coverage provided by any particular policy conditions.
4. If a policy is concluded for Directors and Officers Insurance will be issued on a "CLAIMS MADE" basis, i.e. to indemnify the Proposer for claims first made against it in the manner described in the policy during the Policy Period.

SECTION VII: PRICE SCHEDULE

Attach you price proposal here.

SECTION VIII: FORMS OF TENDER

1.0 Form of Tender

Date:_____

Tender No._____

To: Azania Bank Limited
[name and address of procuring entity]

Gentlemen and/or Ladies:-

1. Having examined the Tender documents including Addenda No. (Insert numbers) the receipt of which is hereby duly acknowledged, we the undersigned, offer to provide Insurance Services under this tender in conformity with the said Tender document for the sum of *[Total Tender amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to provide the Insurance Cover Services in accordance with the conditions of the tender.
3. We agree to abide by this Tender for a period of *[number]* days from the date fixed for Tender opening of the Instructions to Tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract between us subject to the signing of the contract by both parties.
5. We understand that you are not bound to accept the lowest or any tender you may receive.
6. Dated this_____ day of_____ 20_____

[Signature]

[In the capacity of]

7. Duly authorized to sign tender for and on behalf of_____

2.0 Form of Agreement

The Contract Forms to be used for this Tender shall be the Contract Forms prepared by the Azania Bank Legal Department for review by both parties.

SECTION IX: FORMS OF SECURITY

Form: Tender Securing Declaration

[The Tenderer shall fill in this Form in accordance with the instructions indicated]

Date: *[insert **date** (as day, month and year)]*

Tender No.: *[insert **number of tendering process**]*

Alternative No.: *[insert **identification No if this is a Tender for an alternative**]*

To: *[insert **complete name of Procuring Entity**]*

We, the undersigned, declare that:

We understand that, according to your conditions, tenders must be supported by a Tender-Securing Declaration.

We accept that we will automatically be suspended from being eligible for tendering in any contract with the Procuring Entity for the period of time as determined by the Authority if we are in breach of our obligation(s) under the tender conditions, because we:

- (a) have withdrawn our Tender during the period of Tender validity specified in the Form of Tender;
- (b) does not accept the correction of errors in accordance with the Instructions to Tenderers (hereinafter “the ITT”) of the IFT
- (c) having been notified of the acceptance of our Tender by the Procuring Entity during the period of Tender validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the ITT.

We understand this Tender Securing Declaration shall expire if we are not the successful Tenderer, upon the earlier of (i) our receipt of your notification to us of the name of the successful Tenderer; or (ii) twenty-eight (28) days after the expiration of our Tender.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Tender Securing Declaration]*

Name: *[insert **complete name of person signing the Tender Securing Declaration**]*

Duly authorized to sign the Tender for and on behalf of: *[insert **complete name of Tenderer**]*

Dated on _____ day of _____, _____ *[insert **date of signing**]*
Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Tender Securing Declaration must be in the name of all partners to the Joint Venture that submits the tender]

Form: Performance Bank Guarantee [Unconditional]

The Unconditional (or "On-Demand") Bank Guarantee has the merit of simplicity and of being universally known and accepted by commercial banks.

To: *[name and address of Procuring Entity]*

Whereas *[name and address of Service Provider]* (hereinafter called "the Service Provider") has undertaken, in pursuance of Contract No. *[number]* dated *[date]* to execute *[name of Contract and brief description of Services]* (hereinafter called "the Contract");

And whereas it has been stipulated by you in the said Contract that the Service Provider shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

And whereas we have agreed to give the Service Provider such a Bank Guarantee;

Now therefore we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Service Provider, up to a total of *[amount of Guarantee]* *[amount in words]*, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of Guarantee]* as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Service Provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Services to be performed there under or of any of the Contract documents which may be made between you and the Service Provider shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall be valid until a date 28 days from the date of issue of the Certificate of Completion.

Signature and seal of the Guarantor _____

Name of Bank _____

Address _____

Date _____