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## KEY FACTS STATEMENT (KFS) FOR INSURANCE PRODUCT

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### 1. Preamble

The National Bank of Rwanda regulates the insurance sector. It requires us, MAYFAIR INSURANCE COMPANY RWANDA LTD as the provider of this insurance, to give you this important information. The information about our **FIDELITY GUARANTEE** insurance is provided to help you understand how it might be right for you. You should read this document carefully so that you understand what you are buying, and then keep it safe for future reference. If you are not sure whether this product is suitable for you, our “**insurance adviser**” will be happy to help you with any questions.

You will be asked to complete an application form that we will use to decide whether or not to issue an insurance policy. The insurance policy, when issued, will be provided to you and is an important document that contains the full details of the contract between us and you.

### 2. About our insurance product

#### 2.1. The risks covered:

- This product covers the Loss of money and/or other property belonging to the insured or for which they are responsible, stolen by an insured employee during the currency of this Policy.
- Direct financial loss sustained by the insured as a result of fraud or dishonesty of an insured employee all of which occurs during the currency of this Policy which results in dishonest personal financial gain for the employee concerned.

#### 2.2. Limitations:

Rwanda territory and sum insured stated in the schedule  
Occupation/Business

#### 2.3. Exclusions:

- All losses which occurred more than 6 months prior to discovery;
- Loss resulting from or contributed to by any defined event by
- any partner in or of the insured to the extent that such partner would benefit by indemnity granted under this policy;
- any principal, director or member of the insured unless such director or member is also an employee;
- any employee from the time the insured shall become aware that such employee has committed any fraud or dishonesty;
- Any consequential losses of any kind following losses referred to covered events.
- This Policy does not cover any Company or other legal entity acquired during the period of insurance.
- The Company shall not be liable for any defined event if it results from the dishonest
  - (i) Manipulation of
  - (ii) Input into
  - (iii) Suppression of input into
  - (iv) Destruction of
  - (v) Alteration of any computer programme, system, data or software by any insured employee who is employed in the insured’s electronic data processing department or area.

**2.4. Period of cover:**

From.....dd/...mm/...yyyy.... to.....dd/...mm/...yyyy....

**2.5. Premium Breakdown**

The total premium is set at ..... and shared out as follows:

Net premium	:	.....
Admin fees	:	.....
VAT	:	.....
Total Premium	:	.....

**2.6. Information about distribution of services:**

- Head office (Direct businesses)
- Branches
- Brokers
- Commercial agents

**2.7. The payment will be done by:**

- Cash
- Cheque/payment order
- Electronic payment
- Bank deposit on the account provided to you

**3. Your rights and obligations**

**3.1. Policyholder duty of disclosure and not to make misrepresentation:**

Misrepresentation, miss-description or non-disclosure in any material particular shall render voidable of the policy.

**3.2. Cancellation clause**

This insurance may be terminated at any time at the request of the Insured, in which case the Company will retain the customary short period rate for the time the Policy has been in force. This insurance may also at any time be terminated at the option of the Company, on notice to that effect being given to the insured, in which case the Company shall be liable to repay on demand a pro-rata proportion of the premium for the unexpired term from the date of cancellation.

**3.3. Duty to pay premium and consequences of nonpayment**

It is hereby understood that the cover accorded herein will stand NULL AND VOID if the considerate premium is not fully paid upfront except governmental institutions and international agencies.

**3.4. Duty to notify claim events**

To fill a claim's declaration form within 5 days (maximum) of the accident; taking into account the date of claim, probable reasons of claim, damages occurred as well as covers subscribed.

**3.5. Information about cooling off period**

The cooling off period for individuals is 30 days and 90 days for corporates, international and governmental institutions.

**3.6. Loss of coverage is due to:**

- Failure to pay premium on time: no premium no cover
- Failure to disclose material facts: MAYFAIR INSURANCE COMPANY RWANDA LTD not liable
- Failure to disclose similar cover: Forbidden

**4. Other Information**

This product information is also being provided to you by an agent/staff member of MAYFAIR INSURANCE COMPANY RWANDA LTD or licensed insurance broker acting for you. A part of their remuneration may be determined by the number and types of insurance products that they help clients to purchase. They are required, under the law, to act with care and diligence when dealing with you and to place your interests above their own.

MAYFAIR INSURANCE COMPANY RWANDA LTD is accountable to you for the actions of our licensed agent's/staff members.

Insurance brokers are accountable to you for their actions acting for you.

**5. Contacting us**

At any time, you may get information regarding your policy, advise us of a change in your situation, ask a question or raise any concern that you have by contacting us at **+250788381844** or email: [info@mayfair.co.rw](mailto:info@mayfair.co.rw) or website: <https://rw.mayfairinsurance.africa>

If you are unsatisfied with our handling of any complaint, you can contact the Office of the Ombudsman to help address your complaint at **telephone: 199** or

Email : [ombudsinfo@ombudsman.gov.rw](mailto:ombudsinfo@ombudsman.gov.rw) or write to **P.O Box 6269 Kigali**, or visit website: [www.ombudsman.gov.rw](http://www.ombudsman.gov.rw).

**6. Important Notice.**

This Key Facts Statement (KFS) is provided for general information purposes only and is not intended to constitute professional advice or recommendation or to be a comprehensive or definitive guide to the insurance policy. The KFS does not form part of the insurance policy contract and does not alter or supersede any of its terms or conditions. Please refer to the full policy documentation for a complete description of the coverage provided, including any exclusions, limitations, and conditions.

**Signed by:**  
**Date:**  
**Signature, Title and Names of Insurer**

**Signed by:**  
**Date:**  
**Signature and the names of the client**