Asian Institute of Insurance
(Formerly known as Malaysian Insurance Institute)

Short Course Training

FSF FUTURE SKILLS FRAMEWORK MALAYSIA

HRD CORP CLAIMABLE

REGISTERED HRD CORP TRAINING PROVIDER

Training Programme no: 10001347091

FOUNDATION COURSE IN FIRE INSURANCE

13 - 14 January 2025
Monday - Tuesday

9.00 a.m. - 5.00 p.m.

ViLT

Asian Institute of Insurance 197701004772 (35445-H),
(Formerly known as Malaysian Insurance Institute)

Level 6, Bangunan AICB, No. 10 Jalan Dato' Onn, 50480 Kuala Lumpur, Malaysia
For further information, please contactus via Email: sales@aiiasia.org

www.aii.org.my

OBJECTIVE

The Foundation Course in Fire Insurance aims to provide a comprehensive understanding of the fundamentals of fire insurance. Key objectives include basic knowledge, risk assessment, policy understanding, claim process & regulatory framework.

At the end of the programme, participants should be able to:

- Describe the size and significance of Fire Insurance in Malaysia
- Know the various insurance principles applicable to Fire Insurance
- Name the scope of cover in Fire Insurance
- Recognize the structure and make reference to the Revised Fire Tariff
- Explain the rating mechanism in Fire Insurance
- List the extraneous perils available to Fire Insurance
- Outline the structure of fire insurance policy conditions and common clauses
- Gain basic skill in underwriting and risk assessment
- Explain the claim procedures involve for Fire Insurance claim

WHO SHOULD ATTEND

Insurance Professionals working in the insurance industry who want to specialize in or improve their understanding of fire insurance, Risk Managers, Underwriters, Adjusters & Inviduals pursuing a career in insurance or related fields.

ABOUT THE TRAINER

KWONG CHEE KUENG
MBA, FCII, CHARTERED INSURER

Mr Kwong has more than 15 years of experience in managing insurance requirements for corporate clients and underwriting of various insurance portfolio. He coaches, trains, delivers talks and provides advice on topics related to insurance technical matters, particularly on business interruption to corporate clients, brokers, agents as well as marketing personnel.

He graduated from Universiti Utara Malaysia (UUM) with a Bachelor of Business Administration (majoring in finance). He obtained his Master of Business Administration (MBA) from Universiti Putra Malaysia (UPM) and University of Aix-Marseille, France. He is a fellow member of the Chartered Insurance Institute (UK).

Mr Kwong currently the head of the underwriting and claims departments at a leading insurance company in Kuala Lumpur, Malaysia.

COURSE CONTENT

Day	Content
1	• Introduction to the Malaysian Insurance Industry and Fire Insurance portfolio The insurance principles. • The elements and concepts in Fire Insurance. • The Revised Fire Tariff (Liberalized - January 2017). • The rating factors applicable to Fire Insurance.
2	• Introduction to the extraneous perils in the Revised Fire Tariff. • Introduction to Fire Insurance and fundamental clauses. • Risk Management and Underwriting. • Introduction to Fire Insurance claims procedures.

REGISTRATION DETAILS

To register, please log in to
www.mii4u.org/ilms

	Aii Member	Non - Member
Early Bird Fee *(Register before: 30 December 2024)*	Single RM 880 / USD 205	Single RM 980 / USD 230
Normal Fee *(Register closing: 8 January 2025)*	Single RM 980 / USD 230	Single RM 1,080 / USD 250
	Group of 3 RM 830 / USD 195	Group of 3 RM 930 / USD 218

HRD Claim Application

Asian Institute of Insurance (Aii) courses have been granted the status of Approved Training Programme (ATP) under the Human Resources Development Act 1992. Based on Training Providers Circular No. 3/2021, PSMB has imposed a requirement that training providers need to register their training programme under the HRD Corp Claimable Course Scheme to offer training to the employers who are registered under the Human Resource Development Corporation (HRD Corp).

1. What is HRD Corp Claimable Courses?

HRD Corp Claimable Courses formerly known as SBL Khas is a scheme to assist registered employers, especially those with limited resources to train and upskill their employees in line with their operational and business requirements. Under this scheme, HRD Corp will pay the course fee (subjected to 4% service fee from 1st April 2021) directly to the training providers by deducting the amount from the employers' levy account. HRD Corp will also pay other claimable allowances to the employer.

2. How are Training Providers or Employers to submit for HRD Corp Claimable Courses?

Asian Institute of Insurance (Aii) will submit their Courses registration via the HRDC e-Tris system. Once course is approved as Claimable Course (previously known as SBL Khas course), the approved course will appear in the HRDC e-Tris system.

Employers will need to access the e-Tris system to select the course and submit to HRDC for grant approval. The total claimable amount is subject to the approval of each Employer individual grant application, Once HRDC approves Employer grant, the company must provide the approved grant code to Asian Institute of Insurance (Aii).

After the training is conducted, Employers are required to complete HRDC Attendance Reports eg. JD14 and submit necessary documents to ensure HRDC settlement of Asian Institute of Insurance (Aii) invoice.

Asian Institute of Insurance (Aii) will submit the invoice directly to HRDC with the approved grant code for each participant or Employer.

3. How to submit the grant application?

Please click on link for information on training grants application: **https://hrdcorp.gov.my/employer-guidelines/**

4. What are the supporting documents required?

Please click on link for information on training grants application:
 https://hrdcorp.gov.my/skim-bantuan-latihan-khas-sbl-khas-2/

Important Notice

- Effective **1st August 2019**, training programmes must commence within six (6) months from the date of training grant applications are made and training claim submissions must be made not more than six (6) months from the date the training programmes are completed.
- Application must be submitted by employers before training date commencement.

For more information and updates on HRDC, please refer to its official webpage at www.hrdcorp.gov.my. Should you have any problem in accessing your e-Tris account, kindly forward the issue to HRDC IT Help Desk at **ithelpdesk@hrdcorp.gov.my**

Application Process

01 Application via e-TRis

Documents Required:
- Quotation / Invoice
- Training Schedule / Course Content
- Trainer Profile

02 Approval

Documents Required:
- To share Grant ID to Training Provider

01 Claim

Documents Required:
- Itinerary (airfare) - if any
- Receipt & Invoice (transportation) - if any