

# CAii, AAii (Level 1 and 2) Exemption & Credit Transfer Application Form



1. Use Block Capital throughout in completing this form.
2. Please ensure that you read and understand the exemption guidelines before completing this section.
3. Processing fee is waived for 1st time application for CAii, AAii (Level 1 & 2). However, a fee of RM162 inclusive of 8% SST will be charged for re-applications (i.e. after payment deadlines, appeals, submission of new additional qualifications etc).
4. For successful application, the following are the exemption fee inclusive of 8% SST:
  - CAii = RM324.00 / USD 110
  - AAii L1= RM324.00 / USD 110 per subject
  - AAii L2 = RM432.00 / USD 150 per subject

Section A	Personal Details												
Name (as in IC)													
New I.C. no.								-					
Old I.C.no.													
Passport no.													
Correspondence address													
									Postcode				
Tel. No.								Mobile no.					
Company name													
Office address													
Office tel.no.								Postcode					
Email <b>(compulsory)</b>	* Please take note when providing your email address as most correspondence with be sent electronically.												

<b>Section B</b>	<b>Exemption application</b>
------------------	------------------------------

Please complete this section with the details of the examination you are seeking exemption for:

Exemption / requested for Please tick (☑)	Certified copies of examination certificate Please tick (☑)	Certified copies of examination result transcripts Please tick (☑)
CAii	Copy enclosed	Copy enclosed
AAii Level 1	Copy enclosed	Copy enclosed
AAii Level 2	Copy enclosed	Copy enclosed

Please tick the subject/s for which you are seeking to claim exemption from. AAii Level 1 and 2. We will only process your application based on the subjects you have indicated below.

***(Important: Your non - Aii examination must match the learning outcomes and the assessment method of the current Aii examination that you are applying for exemption.)***

	AAii LEVEL 1		AAii LEVEL 2
	301 Insurance Principles and Market Practice (General)		401 Insurance Law
	302 Insurance Operations and Finance		402 Insurance Business and Economics
	303 Legal Principles		403 Insurance Marketing
	304 Insurance Claims		404 Insurance Claims Management
	305 Insurance Underwriting		405 Insurance Underwriting Management
	306 Motor Insurance		406 Insurance Risk Management
	307 Liability Insurance		407 Life Assurance
	308 Personal Lines Insurance		408 Life and Disability Insurance Underwriting
	309 Commercial Property and Business Interruption		409 Medical and Health Insurance
	310 Insurance Principles and Market Practice (Life)		410 Reinsurance
	311 Principles of Life and Health Insurance		411 Takaful
	312 Customer Service Excellence in Insurance		
	315 Managing Insurance Operations Profitability		

<b>Section C</b>	<b>Qualifications held</b>
------------------	----------------------------

1. Photocopies of certificates and other relevant supporting documents must be **certified as true copies**. Applications cannot be considered without evidence of qualifications held.

Date of award	Qualification <i>(Pls use exact wording as it appears on your certificate)</i>	Awarding University / Institute / Professional Body & Country

<b>Section D</b>	<b>Personal Data Protection Act 2010 &amp; Applicant's Declaration</b>
------------------	--

### Important Notice

In regards to Personal Data Protection Act 2010 ("**the Act**"), please note that your personal data is used, stored, disclosed and processed by Aii solely for the Purpose of processing exemption and/or in connection to other Aii products or services. Your personal information may also be disclosed or transferred to relevant third party i.e. to the industry related associations, industry related companies, government agencies and any of their respective agents. Any inquiries or complaints with respect to your personal information may also be channeled to Aii by submitting such request to Aii via post, or email (customer@aiiasia.org).

### Applicant's Declaration

1. I am deemed to have consented to Aii to use, store, disclose and process my personal data for the Purpose mentioned above and agree to comply with and be subject to the jurisdiction of all rules and regulation of Aii concerning the exemption application. I declare that to the best of my knowledge the information supplied in this application form and the supporting documents are correct and complete. If my application is successful, I agree to abide by all the rules and regulations of Asian Institute of Insurance (Aii).
2. I declare that to the best of my knowledge, the information supplied in this application form and the supporting documents are correct and complete.

3. In connection with my application to Asian Institute of Insurance for exemption, I understand that reference checks and requests for verifications regarding my qualification and education may be made. Verification issued by the awarding body will include my full legal name at the time of study, the level of qualification undertaken, the full course title, the mode of attendance (i.e. full time or part time), the start date, and award date and classification achieved (if applicable). If I was permanently withdrawn from my studies, this will also be shown in the final document. I also understand "references and verifications may take 10 to 30 working days" to be completed from the submission of correct details.
4. I give my consent to the awarding body/university/institution to release the above education and qualification details to Asian Institute of Insurance.
5. I am deemed to have consented that Aii use, store, disclose and process my personal data for the purpose mentioned above and agree to comply with and be subject to the jurisdiction of all rules and regulations of Aii concerning the exemption application.
6. If my application is successful, I agree to abide by all the rules and regulations of Asian Institute of Insurance.

Signed	Date
--------	------

***Important Note: The decision of the Institute on the granting of the exemption is final. No further appeals may be made.***

## CAii, AAii (Level 1 and 2) Exemption Application

For office use only Please tick (☑) where applicable)		
1. Exemption applied for: Please tick (☑)	CAii	
	AAii Level 1	
	AAii Level 2	
2. Certified copies of documents submitted: Please tick (☑)	Degree/Diploma/Professional Certificates	
	Transcripts of results	
	Syllabuses	
3. Qualification title		
4. Year awarded / within last 10 years?	<b>Yes (please tick)</b>	<b>No (please tick)</b>
5. Payment details.	<b>Amount (RM/USD)</b>	<b>O.R.No.</b>
6. Approved exemption (subject code)		
7. Disapproved exemption (subject code)		
8. Further assessment / documentation required?	<b>Yes (please tick)</b>	<b>No (please tick)</b>
9. Remarks		
10. Prepared / processed by	Sign	Date
11. Verified by	Sign	Date
12. Approved by	Sign	Date