

**Short Course
Training**



**Training Programme no:
10001538344**

ESSENTIALS FOR NEW RECRUITS IN INSURANCE INDUSTRY LIFE AND FAMILY TAKAFUL

19 - 20 May 2025

9.00 a.m. - 5.00 p.m.

**Aii Training Room,
Level 2, Bangunan
AICB, Kuala Lumpur**

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 contact us via Email: sales@aiaasia.org

www.aii.org.my

OBJECTIVE

This course is especially designed for those with less than three years working experience in the life (family) and general insurance companies. It can be a refresher course for those who need.

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

- Appreciated the history, development and the theoretical and legal infrastructure of the insurance / takaful industry
- Understand the basic insurance / takaful products and services offered
- Comprehend the essential workings of an insurance / takaful company

COURSE CONTENT

Day	Content
1	1. Introduction to Insurance and Takaful • History and Development of Insurance and Takaful • Risk and Insurance • The Insurance / Takaful Market Structure • Market Trends • Legal Aspects of Insurance / Takaful 2. Insurance / Takaful Products - Personal • Motor • Fire and Houseowner / Householder • Personal Accident • Life and Investment-Linked • Riders 3. Commercial Insurance / Takaful • Motor • Fire • Engineering • Marine and Aviation • Miscellaneous • Group Life / Family / PA • Group Pension 4. Applied Principles of Insurance • Legal Framework of Insurance / Takaful • Utmost Good Faith • Proximate Cause • Insurable Interest • Indemnity • Contribution • Subrogation
2	1. New Business and Agency Management • Marketing Principles • Recruitment • Training • Compensation 2. Underwriting and Claims • Motor Underwriting • Motor Claims Management • Fire Underwriting • Fire Claims • Miscellaneous Underwriting and Claims 3. Reinsurance / Retakaful • Treaty and Facultative • Quota Share • Surplus • Excess of Loss • Stop Loss • Modified Reinsurance / Retakaful 4. Accounting for Insurance / Takaful • Accounting for Premiums / Contributions • Accounting for Claims • Accounting for Reserves • Accounting for Reinsurance / Retakaful

WHO SHOULD ATTEND

- New recruits working in and servicing the insurance / takaful industry.
- Lecturers and tutors

ABOUT THE TRAINER



Azman Ismail

Azman Ismail graduated from the University of London in the field of Mathematics with Operational Research and has been in the financial services industry since 1985. He has provided consultancy and shariah advisory services in Malaysia, Singapore, Indonesia, Saudi Arabia, Qatar, Brunei, Iran and the Philippines and presented papers in Kuala Lumpur, Manama, New York, Tokyo, Brunei, Singapore, Cairo, London, Milan, Taipei, Taroudant and Abu Dhabi. He was an external lecturer for the Master in Islamic Banking and Finance (MIBF) program at the Institute of Islamic Banking and Finance (IIBF), International Islamic University Malaysia (IIUM).

He was also a Course Consultant and Member, Board of Studies at the Institute. He has also written, translated, edited and reviewed 13 books (15 volumes), all relating to shariah applications in contemporary finance. He is a shariah advisor to several institutions in Malaysia and Singapore.

REGISTRATION DETAILS

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

	Aii Member	Non - Member
Early Bird Fee (Register before: 5 May 2025)	Single RM 980 / USD 230	Single RM 1080 / USD 250
Normal Fee (Register closing: 12 May 2025)	Single RM 1080 / USD 250	Single RM 1180 / USD 272
	Group of 3 RM 930 / USD 218	Group of 3 RM 1030 / USD 240

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

