

**Asian
Institute of
Insurance**

(Formerly known as Malaysian Insurance Institute)



FOUNDATION IN GENERAL INSURANCE

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

www.aii.org.my

OBJECTIVE

In this course, participants will be introduced to the concept of insurance, and focus on the structure and components of insurance. Participants will also learn about the major General Insurance products available in the market.

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

- Explain the history of insurance
- Define the basic concept of risk, risk management, insurance and reinsurance
- Outline the basic principles of insurance and its application
- Relate insurance laws and contracts in the insurance environment
- Recognize the insurance policy format and other relevant documentations
- Classify the various General Insurance products in the market

WHO SHOULD ATTEND

- New entrants to the industry
- New entrants to Insurance Service Providers (Brokers, Adjusters and Third Party Administrator)
- Non-Insurance personnel or any individuals requiring basic knowledge of insurance.

ABOUT THE TRAINER



Jasdeep Singh

Jasdeep Singh has been in the insurance industry for more than 25 years. He has vast experiences in almost all departments within an insurance organization. He started his career with MBF Insurans Sdn Bhd in 1987 as their Risk Surveyor and moved up quickly to be their Underwriting Manager. He subsequently headed their Management Information System Department where he successfully helped to implement Motor and Fire computer system using the state-of-the-art information technology driven by Sybase on Unix.

Jasdeep then moved to join American Home Assurance Company, a subsidiary of American International Group (AIG) in 1997. Through his creativity and professionalism, he was promoted as the Vice President, Profit Center Manager for Personal Lines Division. He later took on additional responsibilities as their Country Branch Manager.

COURSE CONTENT

Day	Content
1	<ul style="list-style-type: none"> History of Insurance Basic Concept of Risk & Risk Management Basic Concept of Insurance & Reinsurance Principles of Insurance Insurance Laws & Contract
2	<ul style="list-style-type: none"> Insurance Policy Format and Documentation Major General Insurance Products <ul style="list-style-type: none"> i. Fire & Loss of Profit ii. Miscellaneous iii. Motor iv. Engineering v. Marine vi. Personal Lines

REGISTRATION DETAILS

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

	Aii Member	Non - Member
Early Bird Fee (Register before: 4 April 2025)	Single RM 980 / USD 230	Single RM 1080 / USD 250
Normal Fee (Register closing: 23 April 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

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

03

Claim

Documents Required:

- Itinerary (airfare) - if any
- Receipt & Invoice (transportation) - if any