

**Short Course  
Training**



**Training Programme no:  
10001377611**

# **INTERMEDIATE TECHNICAL REINSURANCE ACCOUNTING**

**28 - 29 July 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](mailto:sales@aiaasia.org)

[www.aii.org.my](http://www.aii.org.my)

## OBJECTIVE

The program is designed to provide a comprehensive understanding of reinsurance accounting, covering various aspects related to proportional and excess of loss (XL) treaties. Participants will gain insights into the uses and applications of accounting terms commonly found in slips/wordings for both types of treaties. The program delves into the administration processes for Proportional and XL treaties, offering a detailed outline of each.

Overall, the program aims to equip participants with a comprehensive understanding of reinsurance accounting, enabling them to navigate the complexities of proportional and XL treaties. Through theoretical insights and practical applications, participants will gain valuable knowledge and skills essential for effective reinsurance accounting in the insurance sector.

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

- Explain the various uses of reinsurance accounting.
- Explain the accounting related terms appearing in slips/wording for proportional and XL.
- Explain the basic outline of the administration process for a Proportional Treaty.
- Apply the use and application of the various accounting terms.
- Explain the basic outline of the administration process for an XL treaty.
- Apply the various use of excess of loss treaty accounting items.
- Explain the use and application of various accounting provisions.
- Explain the use and application of various accounting methods of unearned premium calculation.
- Explain the use and application of the commission alternatives.
- Analyse the various accounting principles and practice.

## WHO SHOULD ATTEND

- Reinsurance/Retakaful practitioners, reinsurance executives, treaty claims handlers, executives from regulatory bodies who are involved in retakaful/reinsurance.
- Anyone who wishes to have better understanding of the fundamentals in the preparation of technical reinsurance accounts.

## ABOUT THE TRAINER

### YAP HONG PENG, CAROLINE

AMII & ACII



Caroline has over 25 years of experience in the reinsurance industry and her expertise involves reinsurance underwriting on motor and non-motor classes of insurance; claims management (motor and non-motor); client management (local and international insurers); reinsurance accounting; credit control or debtor management; management of run-off reinsurance portfolios in Asia; commutation of reinsurance portfolios; and conducting in-house training.

Caroline is currently working as a claim analyst for one of the international reinsurance run-off company.

## COURSE CONTENT

Day	Content
1	<ul style="list-style-type: none"> <li>• Source of Reinsurance Accounts</li> <li>• Process Flow Proportional Treaty</li> <li>• Proportional Account Items</li> <li>• Process Flow – Excess of Loss Treaty</li> <li>• Excess Loss of Accounting Items</li> </ul>
2	<ul style="list-style-type: none"> <li>• Continuation of Excess of Accounting Items</li> <li>• Other relevant clauses</li> <li>• Unearned Premium Calculation</li> <li>• Commission Method               <ul style="list-style-type: none"> <li>» Flat %</li> <li>» Sliding Scale Commission</li> </ul> </li> <li>• Exercise</li> </ul>

## REGISTRATION DETAILS

To register, please log in to [www.mii4u.org/ilms](http://www.mii4u.org/ilms)

	Aii Member	Non - Member
<b>Early Bird Fee</b> <i>(Register before: 30 June 2025)</i>	<b>Single</b> RM 1080 / USD 250	<b>Single</b> RM 1180 / USD 272
<b>Normal Fee</b> <i>(Register closing: 21 July 2025)</i>	<b>Single</b> RM 1180 / USD 272	<b>Single</b> RM 1280 / USD 300
	<b>Group of 3</b> RM 1030 / USD 240	<b>Group of 3</b> RM 1080 / USD 250

# 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 **1<sup>st</sup> 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](http://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](mailto:ithelpdesk@hrdcorp.gov.my)

## Application Process

