

PROCEDURES FOR REQUEST OF DUPLICATE / REPLACEMENT CERTIFICATE

1. To complete and sign the “Declaration of Loss of Certificate” form (attached below).
2. To make payment via direct bank transfer to our RHB bank account number 2-64160-0000467-0
(Important: Please verify your exam record first with customercare@aiaasia.org before any payment is made)
3. Please email the following documents to customercare@aiaasia.org
 - i. **Signed “Declaration of Loss of Certificate form.**
 - ii. **Proof of payment from the Bank.**
 - iii. **Photocopy of the front and back of your Identity Card (IC).**

Please refer to the Appendix 1 for the fees charges and mode of receiving the duplicate/replacement certificate.

4. The duplicate/replacement certificate will be ready within 14 days from the date of receipt of your application.
5. For PCEIA (Life) candidates who have passed the Basic Examination Life Assurance (BELA) before 1993 and wish to get a copy of the certificate, please contact Life Insurance Association of Malaysia (LIAM) at the following address below:

Life Insurance Association of
Malaysia (LIAM) Level 6, AICB
Building,
No.10, Jalan Dato
Onn, 50480 Kuala
Lumpur

Tel: 603-2691 6168, 2691 6628, 2691 8068

Mobile: 017-938 6369 (Monday to Friday from 9 am - 5.30 pm only)



ASIAN INSTITUTE OF INSURANCE

(formerly known as Malaysian Insurance Institute) 197701004772 (35445-H),
Level 6, Bangunan AICB, No. 10 Jalan Dato' Onn, 50480 Kuala Lumpur, Malaysia.

☎ +603 2712 8882 ✉ customercare@aiaasia.org 🌐 www.aiaasia.org

DECLARATION OF LOSS OF CERTIFICATE FORM

Name :	
Address :	
Contact No :	
Identity Card No :	

EXAMINATION NAME Note: For PCEIA, CEILLI, TBE & BAMC, please choose either one of the option, not applicable for both options)	(√) E-CERTIFICATE (OPT 1)	(√) HARDCOPY CERTIFICATE (OPT 2)
Pre Contract Examination for Insurance Agents (PCEIA-General)		
Pre Contract Examination for Insurance Agents (PCEIA-Life)		
Certificate Examination in Investment-Linked Life Insurance (CEILLI)		
Basic Agency Management Course (BAMC)		
Takaful Basic Examination (TBE) <i>(MII ONLY conducted the TBE exam starting from Feb 2009 - Mac 2012)</i>		
Basic Certificate Course in Insurance and Takaful Broking (BCCITB) / (BCCIB)	N/A	
Basic Certificate Course in Loss Adjusting (BCCILA)	N/A	
Associateship of The Malaysian Insurance Institute (AMII)	N/A	
Diploma of The Malaysian Insurance Institute (DMII)	N/A	
Certificate of MII-Insurance (CMII)	N/A	
Others <i>(to indicate the certificate name)</i>		

I, DO SOLEMNLY AND SINCERELY DECLARE that I have lost my original certificate /

..... *(any other reason)*

Therefore, I am requesting a replacement/duplicate of the certificate as indicated above.

Signature :

Date :



APPENDIX 1 – FEE CHARGES

DUPLICATE / REPLACEMENT OF HARDCOPY CERTIFICATE	FEES (each certificate)
PCEIA / PCIL / CEILLI / TBE / BAMC / BCCILA / BCCITB	
Over the counter at MII office	RM35
By courier within West Malaysia – RM15	RM50
By courier within East Malaysia – RM25	RM60
DUPLICATE / REPLACEMENT OF e-CERTIFICATE	FEES
PCEIA / PCIL / CEILLI / TBE / BAMC	RM30
DUPLICATE RESULT (each)	FEES
PCEIA / PCIL / CEILLI / TBE / BAMC / RFP	RM20
HARD COPY CERTIFICATE / TRANSCRIPT	FEES
CMII / DMII / AMII / AMII L1 / AMII L2	
Over the counter at MII office	RM55
By courier within West Malaysia – RM15	RM70
By courier within East Malaysia – RM25	RM80

**Note : The above fees are not inclusive of 8% SST
(Effective from 1st March 2024)**

