

**Short Course
Training**



**Training Programme no:
10001368379**

FOUNDATION COURSE IN GENERAL OVERVIEW OF LIFE INSURANCE OPERATIONS

10 - 11 March 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

The program aims to provide students with a holistic understanding of the insurance industry, covering both external and internal aspects. It also emphasizes the ethical dimensions of the profession and the various career development aspects, aligning with the evolving nature of the insurance sector.

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

- Recognize the insurance companies environment.
- Describe the roles and functions of the various departments in a typical life insurance and takaful company.
- Identify various distribution channels used for marketing life insurance.
- Describe professionalism through ethics, education and career planning.

WHO SHOULD ATTEND

- New entrants in the insurance companies / takaful operators
- Existing staff who would like to explore their horizon in other departments for job rotation purposes
- Existing staff who would like to further develop their understanding in the respective departments

ABOUT THE TRAINER



ELWIN LAU

B.Sc (Hons) (UK), MFP(Aust), ANZIIF(Senior Assoc), ChFC, CFP, RFP and Shariah RFP

Elwin has been actively involved in insurance industry for more than twenty five years. He has held various positions as Manager of Underwriting, Branch Head and Head of Operations and Customers Service. He has a Bachelor of Science (Honours) and possesses a Master in Financial Planning. He is also a Senior Associate of The Australian Insurance Institute and New Zealand Institute of Insurance and Finance (ANZIIF).

He currently provides financial planning consultancy to both individual and business owners in the financial services industry. He serves as Treasurer of the Malaysia Financial Planners & Advisers Association.

He also conducts regular training in technical insurance with Malaysian Insurance Institute and various institutions in financial planning for professional examination. He is a certified trainer to Malaysian Insurance Institute, RFP program in addition to CFP program.

Elwin is a Chartered Financial Consultant (ChFC), a Certified Financial Planner (CFP), Registered Financial Planner (RFP) and Shariah Registered Financial Planner (Shariah RFP).

COURSE CONTENT

Day	Content
1	<ul style="list-style-type: none"> • Life Insurance - History and Evolution • Life Insurance companies and their environments • Organisational Structure of Life insurance companies • Principles of organisation • Stakeholders / Levels and Functions of Management • Responsibilities and business process of each departments
2	<ul style="list-style-type: none"> • Functions of Each Departments Individual <ul style="list-style-type: none"> » Risk Management / Legal Compliance » Human Resources / Information and Technology » Finance / Treasury Operations / Investment » Audit / Actuarial/ Product Development » Marketing / Product Distribution » Underwriting » Policy Serving / Customer • Service/ Conservation <ul style="list-style-type: none"> » Claims » Branch Operations • Distribution Channel <ul style="list-style-type: none"> » Agents » Telemarketing » Bancaassurance » Brokers » Corporate Agency • Life Insurance agency profession • Professionalism in insurance - Ethical behaviour • The new Financial Services Act • Continuing education and career planning

REGISTRATION DETAILS

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

	Aii Member	Non - Member
Early Bird Fee <i>(Register before: 24 February 2025)</i>	Single RM 980 / USD 230	Single RM 1080 / USD 250
Normal Fee <i>(Register closing: 6 March 2025)</i>	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

