



## **Exemption Guidelines for Associateship of Asian Institute of Insurance (Aii) programme**

<b>A. Policy on Eligibility Criteria</b>	<ol style="list-style-type: none"> <li>1. To request exemption, you must complete the exemption form. Please note that Aii only processes exemption requests of students registered for AAii Level 1 &amp; AAii Level 2.</li> <li>2. You must submit all the required documents with your application within the deadline specified for processing. If additional information is required, you must submit it within the deadline. Otherwise, you will have to submit a new application.</li> <li>3. Aii will award all exemptions based on the scope and standard of information submitted with the application. Aii policy is to award exemption for subjects that are within the Aii qualification framework at the time of application.</li> <li>4. Your non-Aii examination or qualification must match the learning outcomes of a current CAii, AAii Level 1 or AAii Level 2 subject syllabus, depending on the exemption you are applying for.</li> <li>5. The assessment method of the non-Aii examination or qualification must be of a similar standard and scope to the Aii examination unit / subject.</li> <li>6. Aii accepts applications only for fully completed and awarded qualifications. If you have partially completed qualifications, you will not be eligible for exemptions. However, if you have passed some 'relevant' CII examination units/subjects, you can be considered for credit transfer.</li> <li>7. Irrespective of the number of qualifications a student/examination candidate has, there is the overriding rule that the student/examination candidate must complete at least one subject by examination for AAii L1 / AAii L2 in the Aii qualification framework, unless the Academic Quality Assurance Committee and or Academic Council and or the Board decides otherwise.</li> <li>8. You may be granted exemption for CAii, AAii Level 1 &amp; AAii Level 2 subjects on case basis for applications received based on professional (working experience) and academic qualifications which, in the opinion of the Examination Committee, are of equivalent standard and scope.</li> <li>9. An exemption does not alter the Aii qualification completion rules which must be complied with in order to be awarded with an Aii qualification.</li> </ol>
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	<p>10. If misleading information or fraudulent documents are submitted, Aii will withdraw the exemption. In this case, Aii will take disciplinary action against the applicant concerned.</p> <p>11. Aii will not award exemptions based on exemptions awarded by other organisations. Aii will, however, review the potential based on original qualification.</p> <p>12. You must obtain a pass in the subject (s) you are applying for exemption.</p> <p>13. You are not allowed to apply for exemption more than once using the same qualification.</p> <p>14. <b>Changes to Aii Qualification Framework:</b> The Aii framework is evolving in response to the regulatory environment, changes in education regulation standards and customer need. As a consequence, exemption awards and accreditation criteria do change. The maximum credits awarded will be subject to changes to the Aii education and qualification framework.</p>
<b>B. When Exemptions are NOT granted</b>	<p>Aii does not grant exemptions:</p> <ol style="list-style-type: none"> <li>1. If your non-Aii examination or qualification does NOT match the learning outcomes of the current Aii examination that you are applying for exemption from.</li> <li>2. If the assessment method of your non-Aii examination or qualification is NOT of a similar standard and scope to the Aii examination unit.</li> <li>3. If a student has previously sat and failed the subject in the Aii or CII examination, even if the student have subsequently gained a qualification which would otherwise be regarded as equivalent.</li> <li>4. If you have applied based on a partially completed qualification, even if you have passed a subject which would be regarded as equivalent.</li> </ol>

	<ol style="list-style-type: none"> <li>For qualifications not gained by examination.</li> <li>For qualifications obtained more than 10 years ago at the date of application.</li> </ol>
<b>C. Applying for Exemption</b>	<ol style="list-style-type: none"> <li>Applying for exemption/credit transfer is voluntary on your part.</li> <li>Complete the exemption application form which can be downloaded from the Aii website.</li> <li>Use A4 size white paper to print the form and submit the completed form with the required supporting documents.</li> <li>You should apply for exemption at the beginning of your programme together with your student registration. However, if you obtain a new qualification while studying for AAii Level 1 &amp; AAii Level 2, you can submit your application for exemption provided you are eligible to do so. You will be granted exemption according to the program level enrolled, i.e. CAii, AAii Level 1 &amp; AAii Level 2.</li> <li>Processing fee is waived for 1<sup>st</sup> time applicants for each programme. However, a fee of RM162/USD36 inclusive of 8% SST will be charged for re-applications after payment deadlines, appeals, submission of new additional qualifications etc.</li> </ol>

<b>D. Documents Required for Exemption Application</b>	<ol style="list-style-type: none"> <li>1. A certified true copy of your certificates.</li> <li>2. A certified true copy of your result slip and academic transcript (detailed results); and</li> <li>3. A certified true copy of the syllabus for the subject(s) that covers the syllabus of CAii, AAii Level 1 or AAii Level 2 (ONLY upon Aii's request).</li> <li>4. If a certificate, results notification and academic transcript are in a language other than English or Bahasa Malaysia, you must submit an English translation. The translation must be certified as a true and accurate translation of the original document by 2 officers of a local insurance institute/university or by an embassy or consular official.</li> <li>5. Aii reserves the right to ask for the submission of original certificates at any time for whatever reason.</li> </ol>
<b>E. Who can Certify Documents?</b>	<ol style="list-style-type: none"> <li>1. A certified true copy of a document is a photocopy that has been marked by an approved person (as identified in this document) to acknowledge that they have sighted the original document.</li> <li>2. Only people listed below can certify copies of your original documents: <ol style="list-style-type: none"> <li>a) A current Associate or Fellow member of the Aii or CII.</li> <li>b) Principal/Dean of the university concerned.</li> <li>c) Human Resource Manager / Senior Managers / Managers of an insurance company.</li> <li>d) Judge of a Court / Magistrate.</li> <li>e) Justice of the Peace / Commissioner for Oaths.</li> <li>f) 2 Officers of Aii.</li> </ol> </li> </ol>

	<div>3. The persons certifying your documents as true copies must confirm that:<div>a) They have inspected both the originals and the photocopies of the documents.</div><div>b) The originals are genuine documents which have not been altered or defaced in any way; and</div><div>c) The photocopies are true and unaltered representations of the originals.</div></div> <div>4. Provide the following information <b>ON THE FRONT OF EACH DOCUMENT: ‘Certified True Copy of Original Document’.</b></div> <div><table><tr><td><b>Name as in IC or Passport (for Non-Malaysians)</b></td><td></td></tr><tr><td><b>Signed</b></td><td></td></tr><tr><td><b>Company Stamp</b></td><td></td></tr><tr><td><b>Rank / Position</b></td><td></td></tr><tr><td><b>I/C or Passport or Pin No. *</b></td><td></td></tr><tr><td><b>Telephone number *</b></td><td></td></tr><tr><td><b>Date *</b></td><td></td></tr></table><div>*Optional</div></div> <div>5. Documents without the details mentioned in point no. (4) above will not be accepted.</div>	<b>Name as in IC or Passport (for Non-Malaysians)</b>		<b>Signed</b>		<b>Company Stamp</b>		<b>Rank / Position</b>		<b>I/C or Passport or Pin No. *</b>		<b>Telephone number *</b>		<b>Date *</b>	
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<b>F. Fees and Exemption Validity</b>	<div>1. Processing fee is waived for 1<sup>st</sup> time application for CAii, AAii Level 1 &amp; AAii Level 2. However, a fee of RM162 inclusive of 8% SST will be charged for re-applications (i.e. after payment deadlines, appeals, submission of new additional qualifications etc.).</div> <div>2. You will have to pay an <b>Exemption fee</b> (inclusive of 8% SST) for each subject for which you seek exemption. <b><i>(This is to be paid only after you receive the confirmation letter from Aii)</i></b></div> <div><table><tr><td>CAii</td><td>RM324.00</td><td>USD 110</td></tr><tr><td>AAii Level 1</td><td>RM324.00 per subject</td><td>USD 110 per subject</td></tr><tr><td>AAii Level 2</td><td>RM432.00 per subject</td><td>USD 150 per subject</td></tr></table><div><b>Note: International participants are required to use USD currency and are not subjected to SST.</b></div></div>	CAii	RM324.00	USD 110	AAii Level 1	RM324.00 per subject	USD 110 per subject	AAii Level 2	RM432.00 per subject	USD 150 per subject					
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AAii Level 1	RM324.00 per subject	USD 110 per subject													
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	<ol style="list-style-type: none"> <li>You can pay the exemption fee at the Aii customer service counter or direct bank-in to Aii account. Send a copy of the bank-in slip by email to the officer in charge by the deadline stated in the exemption confirmation letter. If you fail to do so, the exemption awarded will be invalidated. <b>Aii will issue an official receipt to you once payment is validated and received.</b></li> <li>You have <b><u>3 months from the date stated on your confirmation letter</u></b> to pay the exemption fee and claim the award.</li> <li>Failure to do so may invalidate the exemption awarded. In this case, you will need to resubmit a new application with all the required supporting documents. Resubmission may result in a change in subjects awarded exemption if there are changes in the accreditation criteria and qualification framework.</li> </ol>
<b>G. Processing Time</b>	<ol style="list-style-type: none"> <li>10 - 30 working days.</li> <li>Only forms with complete information and with the supporting documents will be processed.</li> <li>If Aii requests further information, you have two (2) weeks to respond. If you do not respond within that time, Aii will consider that you are no longer interested in applying for exemption and terminate the process.</li> </ol> <p><b>Note:</b></p> <p>In connection with your application to Asian Institute of Insurance for exemption, please note that reference checks and requests for verifications regarding your qualification and education may be made.</p> <p>Verification issued by the awarding body will include your full legal name at the time of study, the level of qualification undertaken, the full course title, the mode of attendance (i.e. full time or part time), the start date, and award date and classification achieved (if applicable). If you were permanently withdrawn from your studies, this will also be shown in the final document.</p> <p>Please note that references and verifications may take up to 30 working days to be completed from the submission of correct details.</p>

	In addition, when applying for exemption, you are giving consent to the awarding body/university/institution to release the above education and qualification details to Asian Institute of Insurance. You are also deemed to have consented that Aii can use, store, disclose and process your personal data for the purpose mentioned above and agree to comply with and be subject to the jurisdiction of all rules and regulations of Aii concerning the exemption application.
<b>H. Review of Exemption Application and Decisions</b>	<ol style="list-style-type: none"> <li>The Examination Committee will examine the documents submitted to assess your prior learning and to compare it to the examination unit or subject you are applying for.</li> <li>After the Committee completes the review, they will make one of the following three possible decisions: <ol style="list-style-type: none"> <li><b>Grant your request:</b> This means that the Committee has accepted your application and recognises your prior learning.</li> <li><b>Deny your request:</b> This means that the Committee has decided not to recognise your prior learning for this course. You will have to fulfil the usual study requirements of the programme.</li> <li><b>Further assessment required:</b> This means the Committee was unable to decide. This can happen when details in the application need further clarification. It means that the Committee wants extra information before they decide.</li> </ol> </li> </ol>
<b>I. Submit Enquiries and Completed Application Form with Supporting Documents to:</b>	<p><b>Customer Service Centre</b></p> <p>Asian Institute of Insurance (Aii) 197701004772 (35445-H), Level 6, Bangunan AICB, No. 10, Jalan Dato' Onn, 50480 Kuala Lumpur, Malaysia.</p> <p>Tel: +603-27128882 Email: <a href="mailto:customercare@aiaasia.org">customercare@aiaasia.org</a></p>



**J. Personal  
Data  
Protection  
Act 2010**

In compliance with the Personal Data Protection Act 2010, please note that your personal data is used, stored, disclosed and processed by Aii solely for the purpose of processing your exemption and/or in connection to other Aii products or services. Your personal information may also be disclosed or transferred to relevant third party, i.e. to industry-related associations, industry-related companies, government agencies and any of their respective agents. Any enquiries or complaints regarding your personal information may be sent to Aii via post, or email ([customercare@aiaasia.org](mailto:customercare@aiaasia.org)).

## **Qualifications Eligible for CAii / AAii Level 1 & AAii Level 2 Exemption**

### **IMPORTANT:**

**Aii reserves the right to not award exemptions based on insufficient information or unfulfilled requirements.**

Please note that you must have completed your academic qualification, for example university degree, within the last 10 years from the date of application of exemption.

**We do not encourage students without insurance/financial planning or insurance/financial planning related qualifications to apply for exemption as you may not meet the exemption eligibility criteria. There are, however, standardized credits available for qualifications in Accounting & Finance, Business, Economics, Law and Management from accredited local and overseas universities. Please note these are only guides and not definitive listings.**

It is not possible to provide a complete list of the qualifications for which exemptions have been agreed. The list below gives an indication of the type and level of qualification which can attain dispensations. For confirmation of your exemption status, you should complete the exemption application form and submit the appropriate fees.

Malaysian Universities / Institutions	Qualification Title
1. Universiti Teknologi MARA (UiTM)	<ul style="list-style-type: none"> <li>• BBA (Hons) Insurance</li> <li>• Bachelor of Science (Hons) Actuarial Science</li> <li>• Advanced Diploma in Business Studies (Insurance)</li> <li>• Diploma in Business Studies (Insurance)</li> <li>• Diploma in Actuarial Science</li> </ul>
2. Universiti Utara Malaysia (UUM)	<ul style="list-style-type: none"> <li>• Bachelor of Risk Management and Insurance</li> </ul>
3. Universiti Tunku Abdul Rahman (UTAR)	<ul style="list-style-type: none"> <li>• Bachelor of Science (Hons) Actuarial Science</li> </ul>
4. Universiti Kebangsaan Malaysia (UKM)	<ul style="list-style-type: none"> <li>• BBA (Hons) Insurance</li> <li>• Bachelor of Science (Hons) Actuarial Science</li> </ul>
5. Universiti Sultan Zainal Abidin Kuala Terengganu / Sultan Zainal Abidin Islamic College (KUSZA)	<ul style="list-style-type: none"> <li>• Diploma in Insurance Studies</li> </ul>
6. Politeknik Sultan Salahuddin Abdul Aziz Shah (Shah Alam)	<ul style="list-style-type: none"> <li>• Diploma in Insurance</li> </ul>
7. Sunway University	<ul style="list-style-type: none"> <li>• BSC (Hon) Actuarial Studies</li> </ul>
8. UCSI University	<ul style="list-style-type: none"> <li>• BSC (Hon) Actuarial Science</li> </ul>

Foreign Universities / Institutions	Qualification title
1. The Chartered Insurance Institute	<ul style="list-style-type: none"> <li>Diploma (Dip CII) / Advanced Diploma in Insurance (ACII) / Fellowship (FCII)</li> </ul>
2. Singapore College of Insurance	<ul style="list-style-type: none"> <li>Certification in General Insurance (CGI)</li> <li>Diploma in Life Insurance (DLI)</li> <li>Diploma in General Insurance and Risk Management (DGIRM)</li> </ul>
3. Life Office Management Association (LOMA)	<ul style="list-style-type: none"> <li>Fellow of the Life Management Institute (FLMI)</li> </ul>
4. The Australian and New Zealand Institute of Insurance and Finance (ANZIIF)	<ul style="list-style-type: none"> <li>Diploma in General Insurance</li> <li>Diploma in Financial Planning</li> <li>Diploma in Financial Services – Life Insurance</li> </ul>
5. City University London, UK	<ul style="list-style-type: none"> <li>MSc Insurance &amp; Risk Management</li> </ul>
6. Glasgow Caledonian University, UK	<ul style="list-style-type: none"> <li>BA (Hons) Risk Management</li> <li>MSc Risk Management</li> </ul>
7. International Certificate / Diploma in Risk Management	<ul style="list-style-type: none"> <li>The Institute of Risk Management (IRM, UK)</li> </ul>
8. Institute of Insurance and Risk Management (India)	<ul style="list-style-type: none"> <li>International Post Graduate Diploma in General Insurance</li> </ul>
9. Asosiasi Ahli Manajemen Asuransi Indonesia (AAMAI)	<ul style="list-style-type: none"> <li>Ajun Ahli Asuransi Indonesia Kerugian (AAAIK)</li> </ul>
<b>Note: Besides the above, Aii also recognizes relevant professional qualifications awarded by Insurance Institutions worldwide.</b>	