



THE MALAYSIAN INSURANCE INSTITUTE  
 NO 5 JALAN SRI SEMANTAN SATU  
 DAMANSARA HEIGHTS, 50490 KUALA LUMPUR.  
 TEL : 03-20878882

**AMII LEVEL 2 - PUBLIC PROGRAMME SCHEDULE**  
**JUNE 2018 INTAKE**  
**Subject Code (404) – Insurance Claims Management**

26/06/2018 to 04/09/2018 05/09/2018 to 25/09/2018 <b>26 SEPTEMBER 2018 @ 9:30 AM</b>		Class Lectures Study weeks <b>Final Examination</b>	
<b>COURSE PLANNING</b> <b>ASSOCIATESHIP OF THE MALAYSIAN INSURANCE INSTITUTE (AMII - LEVEL 2)</b> <b>LECTURER : MR KWAN THEAN POH</b> <b>VENUE : MII City Centre @ Wisma Sime Darby, Jalan Raja Laut, Kuala Lumpur</b> <b>DAY : Tuesday &amp; Thursday TIME : 6.00 PM - 9.00 PM</b>			
CLASS	DATE	HOURS	REMARKS
1	26 June 2018 ( <i>Assignment 1</i> )	3	<b>No marks</b> will be given for assignments submitted after due date.  <i>* The Teaching Portfolio folder must be submitted to MII within 7 working days upon completion of the last class</i>
2	28 June 2018	3	
3	03 July 2018 ( <i>Submission Assignment 1</i> )	3	
4	05 July 2018 ( <i>Assignment 2</i> )	3	
5	10 July 2018	3	
6	12 July 2018 ( <i>Submission Assignment 2</i> )	3	
7	17 July 2018	3	
8	19 July 2018 ( <i>Assignment 3</i> )	3	
<b>Class Break from 20 – 27 July 2018</b>			
<b>TEST 1 - SATURDAY on 28 JULY 2018 @ 12:00pm to 1:00pm</b>			
9	31 July 2018 ( <i>Submission Assignment 3</i> )	3	
10	2 August 2018	3	
11	7 August 2018 ( <i>Assignment 4</i> )	3	
12	9 August 2018	3	
13	14 August 2018 ( <i>Submission Assignment 4</i> )	3	
14	16 August 2018	3	
15	21 August 2018 ( <i>Assignment 5</i> )	3	Revision
16	23 August 2018	3	Revision
17	28 August 2018 ( <i>Submission Assignment 5</i> )	3	Revision
18	30 August 2018	2.5	Revision
19	4 September 2018	2.5	Final Revision
<b>TEST 2 - SATURDAY on 8 SEP 2018 @ 12:00pm to 1:00pm</b>			
<b>Study Break from Sep 9 – 25, 2018</b>			
<b>TOTAL OF CONTACT HOURS</b>		<b>56</b>	<b>Lecture = 42 hours</b> <b>Revision = 14 hours</b>
<b>Assessment Structure</b> Assignment (20%) : 1 single assignment – case study/scenario based questions Tests (20%) : 2 tests of 10% each Final Examination : 60%		<b>Important note for lecturer</b> The overall course mark sheet must be submitted to MII by <b>24 SEPTEMBER 2018</b> . This is to avoid delay in the release of examination result.	
<b>FINAL EXAMINATION</b>		<b>WEDNESDAY, 26 SEPTEMBER 2018 @ 9:30 AM – 12:30 PM</b>	

**IMPORTANT NOTE :**

**CLOSING DATE FOR REGISTRATION – 11<sup>TH</sup> JUNE 2018.**

**THE CLASS WILL ONLY BE CONFIRMED SUBJECT TO SUFFICIENT NUMBER OF REGISTERED STUDENTS. UPON CONFIRMATION, PLEASE MAKE SURE PAYMENT IS MADE BEFORE COMMENCEMENT OF THE FIRST CLASS.**



## THE MALAYSIAN INSURANCE INSTITUTE - PAYMENT FORM

(for new students - 1<sup>st</sup> subject)

(for continuing students - subsequent subjects)

### Programme :

AMII Level 2     Public     International     In-house \_\_\_\_\_

### Personal Details

Name :

NRIC :     Old IC :

HP :     Office :

Email :

### Subject Details

Subject :

Transaction Code :

Payment Amount :

Payment mode :     Cash     Cheque No.

EPF     Scholarship

Credit Card     Visa     Master

Card No:

Expiry date     cvv

Signature

### Declaration

- (a) Once payment is made, candidate is confirmed taking the examination for the subject registered above.
- (b) Any cancellation and postponement must be notified to Education Centre within two (2) weeks from the date of commencement of class.

I declare that the information provided in this application is correct and complete to the best of my knowledge.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### Office use only

Attended by

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Date)

Remark

**IMPORTANT : CLOSING DATE FOR REGISTRATION – 11<sup>TH</sup> JUNE 2018.**

**The class will only be confirmed subject to sufficient number of registered students.  
Upon confirmation, please make sure payment is paid BEFORE commencement of the first class.**