



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

## AMII LEVEL 2 – PUBLIC PROGRAMME SCHEDULE OCTOBER 2018 INTAKE

### Subject Code (404) : Insurance Claims Management

08/10/2018 to 19/12/2018 20/12/2018 to 15/01/2019 <b>16 JANUARY 2019 @ 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 1)</b>			
Lecturer : Mr Kwan Thean Poh			
VENUE : MII City Centre @ Wisma FGV (formerly known as Wisma Sime Darby, Jalan Raja Laut, Kuala Lumpur.			
DAY: Monday & Wednesday		TIME : 6.00 PM – 9.00 PM	
CLASS	DATE	HOURS	REMARKS
1	8 October 2018 ( <i>Assignment 1</i> )	3	<b>No marks</b> will be given for assignments/project paper submitted after due date  <b>Assignment Submission Deadline : 12<sup>TH</sup> DECEMBER 2018</b>  <i>* The Teaching Portfolio folder must be submitted to MII within 7 working days upon completion of the last class</i>
2	10 October 2018	3	
3	15 October 2018 ( <i>Submission Assignment 1</i> )	3	
4	17 October 2018 ( <i>Assignment 2</i> )	3	
5	22 October 2018	3	
6	24 October 2018 ( <i>Submission Assignment 2</i> )	3	
7	29 October 2018	3	
8	31 October 2018 ( <i>Assignment 3</i> )	3	
9	7 ( <i>Submission Assignment 3</i> )	3	
10	12 November 2018	3	
11	14 November 2018		
<b>Class Break from 15 – 23 November 2018 ( 1 week)</b>			
<b>TEST 1 - SATURDAY @ NOV 24, 2018 @ 12:00 pm to 01:00 pm</b>			
12	26 November 2018 ( <i>Assignment 4</i> )	3	
13	28 November 2018	3	
14	3 December 2018 ( <i>Submission Assignment 4</i> )	3	
15	5 December 2018 ( <i>Assignment 5</i> )	3	
16	10 December 2018	3	Revision
17	12 December 2018 ( <i>Submission Assignment 5</i> )	3	Revision
18	17 December 2018	2.5	Revision
19	19 December 2018	2.5	Final Revision
<b>Class Break from 20 – 21 December 2018</b>			
<b>TEST 2 - SATURDAY @ DEC 22, 2018 @ 12:00 pm to 1.00 pm</b>			
<b>Study Break from 23 December 2018 – 15 January 2019</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 with 5 compulsory questions) Term Tests : 20% (2 tests) Final Examination : 60%		<b>Important note for Lecturer</b> The overall course mark sheet must be submitted to MII 7 <sup>th</sup> January 2019. This is to avoid delay in the release of final examination result.	
<b>FINAL EXAMINATION</b>	<b>WEDNESDAY, 16 JANUARY 2019 @ 9:30 AM – 12:30 PM</b>		

**IMPORTANT NOTE :**

**CLOSING DATE FOR REGISTRATION – 14 SEPTEMBER 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 - 14<sup>TH</sup> SEPTEMBER 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.**