



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 2017 INTAKE  
SUBJECT – Insurance Claims Management (Code : 404)**

| 31/10/2017 to 16/01/2018<br>17/01/2018 to 23/01/2018<br><b>24 January 2018 @ 9:30 AM</b>  |                  | Class Lectures<br>Study weeks<br><b>Final Examination</b>   |   |
|---|------------------|---|---|
| <b>COURSE PLANNING</b><br><b>ASSOCIATESHIP OF THE MALAYSIAN INSURANCE INSTITUTE (AMII - LEVEL 2)</b><br><b>LECTURER : MR KWAN THEAN POH</b><br><b>VENUE : MII City Centre @ Wisma Sime Darby, Jalan Raja Laut, Kuala Lumpur</b><br><b>DAY : Tuesday &amp; Thursday</b><br><b>TIME : 6.00 PM - 9.00 PM</b> |                  |   |   |
| CLASS   | DATE             | HOURS   | REMARKS   |
| 1   | 31 October 2017  | 3   | <b>No marks</b> will be given for assignments submitted <b>after 08 January 2018.</b> |
| 2   | 02 November 2017 | 3   |   |
| 3   | 07 November 2017 | 3   |   |
| 4   | 09 November 2017 | 3   |   |
| 5   | 14 November 2017 | 3   |   |
| 6   | 16 November 2017 | 3   |   |
| 7   | 21 November 2017 | 3   |   |
| 8   | 23 November 2017 | 3   |   |
| 9   | 28 November 2017 | 3   |   |
| 10  | 30 November 2017 | 3   |   |
| <b>One Week Class Break – December 4 - 8, 2017</b>  |                  |   |   |
| <b>TEST 1 - SATURDAY on December 09, 2017 @ 10:00am to 11:00am</b>  |                  |   |   |
| 11  | 12 December 2017 | 3   |   |
| 12  | 14 December 2017 | 3   |   |
| 13  | 19 December 2017 | 3   |   |
| 14  | 21 December 2017 | 3   |   |
| 15  | 28 December 2017 | 3   |   |
| 16  | 04 January 2018  | 3   |   |
| 17  | 09 January 2018  | 3   | Revision and submission of assignment   |
| 18  | 11 January 2018  | 2.5   | Revision  |
| <b>TEST 2 - SATURDAY on January 13, 2018 @ 10:00am to 11:00am</b>   |                  |   |   |
| 19  | 16 January 2018  | 2.5   | Revision  |
| <b>TOTAL OF CONTACT HOURS</b>   |                  | <b>56</b>   | <b>Lecture = 42 hours</b><br><b>Revision = 14 hours</b>                               |
| <b><u>Assessment Structure</u></b>  |                  | <b>Important note for lecturer</b>  |   |
| Assignment : 20% (1 single assignment - Format - Case study/scenario based questions)   |                  | The overall course mark sheet must be submitted to MII by <b>18 January 2018</b> . This is to avoid delay in the release of examination result. |   |
| Tests : 20% (2 tests)   |                  |   |   |
| Final Examination : 60%   |                  |   |   |
| <b>FINAL EXAMINATION</b>  |                  | <b>24 January 2018 @ 9:30 AM – 12:30 PM</b>   |   |

**IMPORTANT NOTE :**

**CLOSING DATE FOR REGISTRATION – 06 OCTOBER 2017.**

**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 – 06 OCTOBER 2017.**  
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.