



THE MALAYSIAN INSURANCE INSTITUTE
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ANNOUNCEMENT

**Chief Executive Officers / Principal Officers / General Managers / Training Heads,
Insurance Companies, Brokers, Loss Adjusters and Associations**

Dear Valued Customers

BASIC CERTIFICATE COURSE IN INSURANCE AND LOSS ADJUSTING (BCCILA) REVISED SYLLABUS AND COURSE MATERIALS

Warmest greetings from MII.

We are pleased to inform you that MII has reviewed and updated the BCCILA course materials. The revised BCCILA course materials have been developed to incorporate the Motor and Non-motor elements. It will better meet the current needs of individuals engaged in insurance loss adjusting sector with the necessary working knowledge and competency to ensure to support an efficient loss adjusting operation.

In line with the review, effective from July 2018, the BCCILA examination would be based on the revised and updated syllabus and course materials as follow:

- 1) Part A – Fundamentals of Insurance
- 2) Part B – Motor Insurance
- 3) Part C – Non-Motor

Candidates may choose to sit and pass the examination under AB route (Motor Insurance) or AC Route (Non-Motor) after the candidates attended a 4-day course at MII.

As part of our continuous commitment to the industry, we are now moving another step forward by offering BCCILA on Computer-Based Examination (CBE) mode instead of paper and pencil examination mode.

MIl believes that this conduct of CBE will accommodate the needs and facilitate convenience for the candidates to sit for the examinations towards acquiring their certification.

In line with the offering of the revised BCCILA and to facilitate the transition, we will conduct one last session under the old syllabus in May 2018. Therefore, the candidates are required to ensure passing the examination in May 2018 examination session. Thereafter, all examinations will be conducted based on the new syllabus.

For easy reference, please refer the following table :

2018 Examination Session	Examination using OLD BCCILA syllabus and course materials		Examination using NEW BCCILA syllabus and course materials	
	Course Date	Examination Date	Course Date	Examination Date
May	6 – 19 April	12 May		
July	No course will be conducted under old syllabus	No exam will be conducted under old syllabus	25 – 28 Jun	14 July
November			15 - 18 Oct	10 Nov

For further details of BCCILA administrative and examination matters, please refer to **Appendix A** attached.

Should you have any queries, please contact us at 03-2087 8882 and speak or email to :

1. For registration of BCCILA course :
 - Puan Hayati (hayati@mii.org.my)
2. For BCCILA examination matters :
 - Pn Selvi (selvi@mii.org.my) or
 - Pn Zaiton (zaiton@mii.org.my) or
 - Pn Rozita (rozita@mii.org.my)

Thank you.

BUILDING KNOWLEDGE. TOGETHER

Yours sincerely

Wahida Shariff
Chief Academic Officer
Academic Division

9 April 2018

This is computer generated, no signature is required

APPENDIX A

BASIC CERTIFICATE COURSE IN INSURANCE AND LOSS ADJUSTING (BCCILA) ADMINISTRATIVE AND EXAMINATION DETAILS

1. Registration of BCCILA

Registration must be done through the prescribed BCCILA registration form. The registration forms can be obtained from MII or mii website at www.insurance.com.my. Details required in BCCILA registration form must be carefully completed.

Applicants must indicate their examination session on the BCCILA registration form.

All incomplete forms will be rejected. Applicants are advised to submit their BCCILA registration form for attending the course and examination before the closing date.

2. BCCILA Entry Requirement

BCCILA minimum examination entry requirement as follows :

1. SPM / SVM / UEC (Unified Examination Certificate – Senior Middle level for Chinese Independent high schools) or equivalent
OR
2. 2 years certified skill based training (Technical/Vocational schools)
OR
3. For those who do not have any of the above qualifications, they must have at least 12 months work experience in the automotive, crash-repair or relevant industry.

Please attach copy of the following with each BCCILA registration form :

- certified certificate for entry requirement no 1 or 2
- confirmation letter from Company for entry requirement no 3

MII reserves the right to request the original certificate for verification as and when necessary.

3. Examination Notification (Entry Permit)

Confirmation of examination date and time will be notified at MII website: www.insurance.com.my one week before the examination date.

Candidates must produce their original Identity Card and e-permit before entering the examination room. Failure to do so the candidates will not be allowed to sit for the examination.

4. BCCILA Fees

BCCILA registration form must be submitted with payment. BCCILA fee is inclusive the 4-day course fee and one time examination fee as per table below :

	BCCILA Fee
BCCILA (AB only)	RM820.00 <i>(inclusive 6% SST)</i>
BCCILA (AC only)	RM820.00 <i>(inclusive 6% SST)</i>

Direct Bank in to MII account **RHB Bank Bhd** :
2-64160-00004670 (Local Currency) or
6-14165-00000321 (Foreign Currency)

Payment by cash or credit card is only permitted for walk in candidates.

5. Examination Center

Effective July 2018 examination session, the examination will be conducted in the following CBE examination centers:

▪ Kuala Lumpur	▪ Kota Bahru
▪ Penang	▪ Kuantan
▪ Sungai Petani	▪ Kuching
▪ Ipoh	▪ Sibiu
▪ Melaka	▪ Miri
▪ Johor Bahru	▪ Kota Kinabalu

6. BCCILA Closing Date

Completed registration form must be reached MII by the closing date as per table below :

2018 Exam Session	Examination using OLD BCCILA syllabus and course materials				Examination using NEW BCCILA syllabus and course materials			
	Course Date	Course Registration Closing Date	Exam Date	Exam Registration Closing Date	Course Date	Course Registration Closing Date	Exam Date	Exam Registration Closing Date
May	16-19 April	2 April	12 May	16 April				
July	No course will be conducted under old syllabus		No exam will be conducted under old syllabus		25 - 28 Jun	11 June	14 July	25 Jun
November					15 - 18 Oct	1 Oct	10 Nov	15 Oct

7. Eligibility to Sit for Examination

Class attendance is compulsory.

Upon completion of each course with at least 80% of class attendance, candidates are qualified and required to sit for examination

8. Re-sitting of Examination

Only candidate with “Y” grade is allowed to one time re-sit examination, thereafter failure to obtain a “PASS” grade, candidate is required to repeat the respective course at full fee.

2018 Exam Session	Exam Date	Exam Registration Closing Date	Re-sit Fee
May	12 May	16 April	RM74.20 <i>(Inclusive 6% GST)</i>
July	14 July	25 Jun	RM150
November	10 Nov	15 Oct	RM150

* Above July and November re-sit fee are 0% SST)

9. Result

For CBE, upon completion the examination, the candidate will be able to obtain the result immediately, except for the following reasons:

- a) There is breach of instruction rules, regulations and procedures of the examination
- b) There is doubt on the identity of the candidate

The examination result is in every case final.

10. Certificate

A certificate will be issued to each successful candidate one month after the release of result unless the Board of the Institute in the exercise of its discretionary power decides to withhold it.

11. Cancellation, Postponement or Withdrawal of Examination Before Examination Registration Closing Date

Cancellation, postponement, or withdrawal of examination are allowed for one time only if written request reaches MII 5 working days before the examination registration closing date.

However, a surcharge of RM50 will be imposed.

After Registration Closing Date

Cancellation, withdrawal and postponement after the examination closing registration date are not allowed.

However, consideration of the above and a request for a refund will be made based on the following situations only :

- a) Due to medical reason specified by a registered physician.
- b) Due to death or hospitalization of any immediate family member.

The refund is 50% of the examination fee only.

Candidates must provide a medical chit certifying that the candidate is medically unfit to take the examination on the scheduled date and this must be issued by a registered physician.

The medical chit must be submitted to MII not later than 5 days after the examination date.

Candidates having to attend/organize the final arrangement for the demise of an immediate family member must submit the death certificate to MII not later than 5 days after the examination date.

Absence from an examination without any written application and relevant supporting documents will be counted as a failed attempt.

Attending any business appointment, training session, seminar, conference, or on vacation, is not considered as an emergency.

11. Breach of Examination Regulations

MIl reserves the right to withdraw, withheld or invalidate the results or certificates at any time concerning to any alleged breach of examination regulations and procedures.

The MII Examination Committee and/or its empowered authority will take disciplinary action in relation to any candidates found guilty of any dishonorable or unprofessional conduct or committing any breach of rules and regulations or procedures.

The decision of the MII Examination Committee and/or its empowered authority shall be final and binding.

12. Liability of the Institute

If the Institute, for reasons outside its control, should find it impossible to hold any of the confirmed examinations, the Institute's liability shall be limited to a complete refund of the examination fee paid in respect of the examination concerned.