

## Policy Document of ASEAN Insurance Training and Research Institute (AITRI)

The ASEAN Insurance Training and Research Institute (AITRI) has issued the policy documents on several areas as approved by AITRI Management Board. These policy document aims to guide the management, administration and operations of the AITRI Secretariat including organizing of capacity building programmes, activities and research for the benefit of ASEAN regulators and industry players to support the development of the ASEAN Insurance market.

Areas that are not covered specifically in the AITRI policy will also be guided by The Malaysian Insurance Institute's approved policies and procedures.

Further details can be found in the following table:

Policy Ref	Area	Details on Guidelines / Policies						
PG 1	AITRI Budget and Programme Approval	Approval of AITRI's budget and activities shall be obtained from the AITRI Management Board (MB) and recommend to the Board of Trustees for approval.						
PG 2	Approving Authority	<table border="1"> <tr> <td>Up to USD5,000</td> <td>Chief Executive Officer (CEO)</td> </tr> <tr> <td>Up to US\$20,000</td> <td>CEO and Chairman</td> </tr> <tr> <td>Above USD20,000</td> <td>Any 2 members of the Board Trustees of which 1 must be from the Management Board (MB)</td> </tr> </table>	Up to USD5,000	Chief Executive Officer (CEO)	Up to US\$20,000	CEO and Chairman	Above USD20,000	Any 2 members of the Board Trustees of which 1 must be from the Management Board (MB)
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Up to US\$20,000	CEO and Chairman							
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PG 3	Authorised signatories for bank transactions	<table border="1"> <tr> <td>Up to RM19,000*</td> <td>CEO's signature</td> </tr> <tr> <td>Above RM19,000*</td> <td>CEO and 1 MB Member</td> </tr> </table> <p><i>Note: For the Bank account, the limit is set as RM19,000 as the account is in local currency. This figure was arrived at based on the approved limit of USD5,000 at the conversion rate of 3.8 at the point of account setup.</i></p>	Up to RM19,000*	CEO's signature	Above RM19,000*	CEO and 1 MB Member		
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PG 4	Funding of programmes	<ol style="list-style-type: none"> <li>The Secretariat will endeavour to obtain sponsorship for organization of approved capacity building programmes from relevant organizations as well as host country.</li> <li>In the event sponsorship is unable to be obtained, approved programmes will be organized by utilizing Members' Contribution Fund.</li> </ol>						

Policy Ref	Area	Details on Guidelines / Policies
PG 5	Cancellation Policy for AITRI programmes	<ol style="list-style-type: none"> <li>1. A cancellation policy will be included for all programmes involving fee paying participants (regulators from Non-ASEAN countries or industry participants).</li> <li>2. Determination of the procedure, criteria and fee chargeable/refundable are to be approved by the Head of Department and CEO.</li> </ol>
PG 6	All other policies and procedures in the management, administration and operations of the AITRI Secretariat not addressed in this paper specifically	<p>To be guided by the policies and procedures of The Malaysian Insurance Institute (MII) as approved by MII's Board of Directors and/or Management or AITRI's Memorandum &amp; Articles of Association.</p> <p>In the event of conflict, AITRI's Memorandum &amp; Articles of Association will take precedence.</p>