



Training Programme No: 10001377123

MII Training

# Customising Business Interruption Insurance for SMEs & Strategy of Dialogue and Discourse with their Accountants



9 - 10 July 2024



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## OVERVIEW

SMEs will discover the importance of their role in BII, develop a deeper understanding of the financials involved, client engagement, and more about the overview of BII.

## TARGET AUDIENCE

Insurance marketers (marketing executives, agents, brokers and other similar roles)

# LEARNING OUTCOMES

At the end of the programme, participants should be able to:

- Understand how BII works.
- Understand the challenges faced, special needs and vulnerabilities of SMEs.
- Recognise and realise the strengths of SMEs and the advantages of working with them.
- Have a deeper understanding and application of all the accounting and insurance terms relevant to BII
- Identify and extract relevant information from financial statements.
- Understand the scope of cover afforded by the Gross Profit type of policies.
- Identify and extract variable working expenses listed as Specified Working Expenses in the Gross Profit type of policies from financial statements.
- Calculate the Rate of Gross Profit from financial statements.
- Engage clients to assess a suitable maximum indemnity period for the business and identify the business's trend, variations, and other circumstances.
- Estimate an appropriate sum insured for the client's business.
- Develop an appropriate strategy of dialogue and discourse with the client's accountants.

## COURSE CONTENT

### DAY 1

- Introduction to SMEs
- The challenges, special needs, and vulnerabilities of SMEs
- Advantages of working with SMEs
- Introduction to basic concepts of BII
- Financial statements
- Terminology of BII
- Specifications (subject matter) of BII
- Introduction to the policy and GP specifications
- Specified Working Expenses

### DAY 2

- Extracting relevant information from financial statements
- Trend
- Variations
- Other Circumstances
- Maximum Indemnity Period
- Calculating the Rate of Gross Profit
- Estimating relevant sum insured
- When to use the GP specifications
- Strategy of dialogue and discourse with SME accountants

# TRAINER PROFILE



## KENNETH WONG

BSc (Hons) in Physics, Dip Ed, ANZIIF (Snr Assoc), CIP, FCILA, FEUDI-ELAE, FCLA, FIFAA

Kenneth is a Certified Insurance Practitioner, a Chartered Loss Adjuster and a European Loss Adjusting Expert. He joined loss adjusting in December 1983 and has handled all mainstream classes of general insurance claims, among which were large and complex property and engineering claims that involved business interruption. He has handled international assignments in Brunei, Singapore, Jamaica, Oman, Thailand, Australia and Malaysia.

Kenneth was the Managing Director and CEO of an adjusting firm before progressing to claims consultancy services in 2015. He has been actively involved with The Malaysian Insurance Institute since 1987 in conducting courses for the local insurance industry and developing markets (in collaboration with the ASEAN Insurance Training & Research Institute) in ASEAN countries, the Middle East and other countries in the Pacific; and in reviewing the Basic Certificate Course In Insurance Loss Adjusting. He was also a keynote speaker for notable events such as Asia & Oceanic Association Forum, Retailers Association Asia Regional Conference, and Conference of Property Managers and Valuers and Estate agents.

# PROGRAMME DETAILS



9 - 10 July 2024

9.00 a.m. – 5.00 p.m.

Registration Closing Date: 28 June 2024

MII Member

Non Member

**Early Bird**  
(Register before  
25 June 2024)

**Single**  
RM 990 / USD230

**Single**  
RM 1,090 / USD250

**Normal Fee**

**Single**  
RM 1,090 / USD250

**Single**  
RM 1,190 / USD275

**Group**  
RM 940 / USD220

**Group**  
RM 1,040 / USD242



# HRD Claim Application



Malaysian Insurance Institute (MII) courses have been granted the status of Approved Training Programme (ATP) under the Human Resources Development Act 1992. Based on Training Providers Circular No. 3/2021, PSMB has imposed a requirement that training providers need to register their training programme under the HRD Corp Claimable Course Scheme to offer training to the employers who are registered under the Human Resource Development Corporation (HRD Corp).

## 1. What is HRD Corp Claimable Courses?

HRD Corp Claimable Courses formerly known as SBL Khas is a scheme to assist registered employers, especially those with limited resources to train and upskill their employees in line with their operational and business requirements. Under this scheme, HRD Corp will pay the course fee (subjected to 4% service fee from 1<sup>st</sup> April 2021) directly to the training providers by deducting the amount from the employers' levy account. HRD Corp will also pay other claimable allowances to the employer.

## 2. How are Training Providers or Employers to submit for HRD Corp Claimable Courses?

Malaysian Insurance Institute (MII) will submit their Courses registration via the HRDC e-Tris system. Once course is approved as Claimable Course (previously known as SBL Khas course), the approved course will appear in the HRDC e-Tris system.

Employers will need to access the e-Tris system to select the course and submit to HRDC for grant approval. The total claimable amount is subject to the approval of each Employer individual grant application, Once HRDC approves Employer grant, the company must provide the approved grant code to Malaysian Insurance Institute (MII).

After the training is conducted, Employers are required to complete HRDC Attendance Reports eg. JD14 and submit necessary documents to ensure HRDC settlement of Malaysian Insurance Institute (MII) invoice.

Malaysian Insurance Institute (MII) will submit the invoice directly to HRDC with the approved grant code for each participant or Employer.

## 3. How to submit the grant application?

Please click on link for information on training grants application:  
<https://hrdcorp.gov.my/employer-guidelines/>

## 4. What are the supporting documents required?

Please click on link for information on training grants application:  
<https://hrdcorp.gov.my/skim-bantuan-latihan-khas-sbl-khas-2/>

### Important Notice

- Effective **1<sup>st</sup> August 2019**, training programmes must commence within **six (6) months** from the date of training grant applications are made and training claim submissions must be made **not more than six (6) months** from the date the training programmes are completed.
- Application must be submitted by employers before training date commencement
- Please click on the following link for more information on training claims application - <https://hrdcorp.gov.my/employer-guidelines/>

For more information and updates on HRDC, please refer to its official webpage at [www.hrdcorp.gov.my](http://www.hrdcorp.gov.my). Should you have any problem in accessing your e-Tris account, kindly forward the issue to HRDC IT Help Desk at [ithelpdesk@hrdcorp.gov.my](mailto:ithelpdesk@hrdcorp.gov.my)

## Application Process

### 01 Application via e-Tris

Documents Required:

- ✓ Quotation / Invoice
- ✓ Training Schedule / Course Content
- ✓ Trainer Profile

### 02 Approval

Documents Required:

- ✓ To share Grant ID to Training Provider

### 03 Claim

Documents Required:

- ✓ Itinerary (airfare) - if any
- ✓ Receipt & Invoice (transportation) - if any





## Malaysian Insurance Institute

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