



## **Exemption Guidelines**

- 1. Pre Contract Examination for Insurance Agents(PCEIA)**
- 2. Certificate Examination in Investment-Linked Life Insurance (CEILLI)**

<b>A. Policy on Eligibility Criteria</b>	<ol style="list-style-type: none"> <li>1. To request exemption, you must complete the exemption form.</li> <li>2. You are responsible to verify your learning and to submit the required information verifying your learning.</li> <li>3. Your non-MII examination or qualification must match the learning outcomes of a current PCEIA route AB/AC or CEILLI examination syllabus, depending on the exemption you are applying for.</li> <li>4. The assessment method of the non-MII examination or qualification must be of a similar standard and scope to the MII examination unit.</li> <li>5. MII accepts applications only for fully completed and awarded qualifications. If you have partially completed qualifications, you will not be eligible for exemptions.</li> </ol>
<b>B. Applying for Exemption</b>	<ol style="list-style-type: none"> <li>1. Applying for exemption/credit transfer is voluntary on your part.</li> <li>2. Complete the exemption application form which can be downloaded from the MII website.</li> <li>3. Use A4 size white paper to print the form and submit the completed form with the required supporting documents.</li> <li>4. Processing fee is waived for 1<sup>st</sup> time applicants for each programme. However a fee of RM162 inclusive of 8% SST will be charged for re-applications after payment deadlines, appeals, submission of new additional qualifications etc.</li> </ol>
<b>C. Documents Required for Exemption Application</b>	<ol style="list-style-type: none"> <li>1. A certified copy of certificates.</li> <li>2. A certified copy of result slip and result transcript (detailed results); and</li> <li>3. A certified copy of syllabus for the subject(s) that covers the syllabus of the PCEIA and CEILLI (upon MII request).</li> <li>4. If a certificate, results notification and academic transcript are in a language other than English or Bahasa Malaysia, you must submit an English translation. The translation must be certified as a true and accurate translation of the original document by 2 officers of a local insurance institute/university or by an embassy or consular official.</li> <li>5. MII reserves the right to ask for the submission of original certificates at any time for whatever reason.</li> </ol>

**D. Who can  
Certify  
Documents?**

1. A certified true copy of a document is a photocopy that has been marked by an approved person (as identified in this document) to acknowledge they have sighted the original document.
2. Only people listed below can certify copies of your original documents:
  - a) A current Associate or Fellow member of the MII or CII.
  - b) Principal/Dean of the university concerned.
  - c) Human Resource Manager / Senior Managers / Managers of an insurance company.
  - d) Judge of a court / Magistrate.
  - e) Justice of the Peace / Commissioner for Oaths.
  - f) 2 Officers of MII.
3. The persons certifying your documents as true copies must confirm that:
  - a) They have inspected both the originals and the photocopies of the documents.
  - b) The originals are genuine documents which have not been altered or defaced in any way; and
  - c) The photocopies are true and unaltered representations of the originals.

<p><b>Who can Certify Documents?</b></p>	<p>4. Provide the following information <b>ON THE FRONT OF EACH DOCUMENT</b>: 'Certified True Copy of Original Document'.</p> <table border="1" data-bbox="512 416 1697 692"> <tr> <td>Name as in IC or Passport (for Non Malaysians)</td> <td></td> </tr> <tr> <td>Signed</td> <td></td> </tr> <tr> <td>Company Stamp</td> <td></td> </tr> <tr> <td>Rank / Position</td> <td></td> </tr> <tr> <td>I/C or Passport or Pin No *</td> <td></td> </tr> <tr> <td>Telephone number *</td> <td></td> </tr> <tr> <td>Date*</td> <td></td> </tr> </table> <p style="text-align: right;">*Optional</p> <p>5. Documents without the details mentioned in (4) above will not be accepted.</p>	Name as in IC or Passport (for Non Malaysians)		Signed		Company Stamp		Rank / Position		I/C or Passport or Pin No *		Telephone number *		Date*	
Name as in IC or Passport (for Non Malaysians)															
Signed															
Company Stamp															
Rank / Position															
I/C or Passport or Pin No *															
Telephone number *															
Date*															
<p><b>E. Fees &amp; Exemption validity</b></p>	<p>1. Processing fee is waived for 1st time application for PCEIA &amp; CEILLI. However a fee of RM162 inclusive of 8% SST will be charged for re-applications (i.e. after payment deadlines, appeals, submission of new additional qualifications etc).</p> <p>2. You will have to pay an <b>Exemption fee</b> (inclusive of 8% SST) for each exam/ route for which you seek exemption. (This is to be paid only after you receive the confirmation letter from MII.)</p> <table border="1" data-bbox="495 1024 1874 1133"> <tr> <td>• PCEIA AB &amp; AC</td> <td>RM108.00</td> <td>• PCEIA AC</td> <td>RM54.00</td> </tr> <tr> <td>• PCEIA AB</td> <td>RM54.00</td> <td>• CEILLI</td> <td>RM75.60</td> </tr> </table> <p>3. If you pay by bank draft or money order or postal order, please make it payable to <b>“The Malaysian Insurance Institute”</b>. <b>MII will issue an official receipt to you once payment is validated and received.</b></p> <p>4. You have <b><u>3 months from the date stated on your confirmation letter</u></b> to pay the exemption fee and claim the award.</p>	• PCEIA AB & AC	RM108.00	• PCEIA AC	RM54.00	• PCEIA AB	RM54.00	• CEILLI	RM75.60						
• PCEIA AB & AC	RM108.00	• PCEIA AC	RM54.00												
• PCEIA AB	RM54.00	• CEILLI	RM75.60												

	<p>5. You can pay the exemption fee at the MII customer service counter, or by mail or direct bank-in to MII account. Send a copy of the bank-in slip by email or fax to the officer in charge by the deadline stated in the exemption confirmation letter. If you fail to do so, the exemption awarded will be invalidated.</p> <p>6. You will then have to submit a new application with all the supporting evidence. Please note if you make a new application, the subjects awarded exemption may change if there are changes in the accreditation criteria and qualification framework.</p>
<p><b>F. Submit Enquiries and Completed Application Form with Supporting Documents to:</b></p>	<p><b>1. Customer Service Centre</b></p> <p>The Malaysian Insurance Institute (MII) 197701004772 (35445-H), Level 6, Bangunan AICB, No. 10, Jalan Dato' Onn, 50480 Kuala Lumpur, Malaysia.</p> <p>Tel : +603-27128882 Email : <a href="mailto:customercare@mii.org.my">customercare@mii.org.my</a></p>

**G. Processing Time**

1. 10 - 30 working days.
2. Only forms with complete information and with the supporting documents will be processed.
3. If MII requests further information, you have two (2) weeks to respond. If you do not respond within that time, MII will consider that you are no longer interested in applying for exemption and terminate the process.

Note :

In connection with your application to The Malaysian Insurance Institute for exemption, please note that reference checks and requests for verifications regarding your qualification and education may be made.

Verification issued by the awarding body will include your full legal name at the time of study, the level of qualification undertaken, the full course title, the mode of attendance (i.e. full time or part time), the start date, and award date and classification achieved (if applicable). If you were permanently withdrawn from your studies, this will also be shown in the final document.

Please note that references and verifications may take up to 30 working days to be completed from the submission of correct details.

In addition, when applying for exemption, you are giving consent to the awarding body/university/institution to release the above education and qualification details to The Malaysian Insurance Institute. You are also deemed to have consented that MII use, store, disclose and process your personal data for the purpose mentioned above and agree to comply with and be subject to the jurisdiction of all rules and regulations of MII concerning the exemption application.

<b>H. Review of Exemption Application and Decisions</b>	<ol style="list-style-type: none"> <li>1. The Examination Committee will examine the documents submitted to assess your prior learning and to compare it to the examination or subject you are applying for.</li> <li>2. After the Committee completes the review, they will make one of the following three possible decisions: <ol style="list-style-type: none"> <li>a) <b>Grant your request:</b> This means that the Committee has accepted your application and recognises your prior learning.</li> <li>b) <b>Deny your request:</b> This means that the Committee has decided not to recognise your prior learning for this course. You will have to fulfil the usual study requirements of the programme.</li> <li>c) <b>Further assessment required:</b> This means the Committee was unable to make a decision. This can happen when details in the application need further clarification. It means that the Committee wants extra information before they decide.</li> </ol> </li> </ol>
<b>I. When Exemptions are NOT granted</b>	<p>MII does not grant exemptions:</p> <ol style="list-style-type: none"> <li>1. <b>Based on professional / work experience.</b></li> <li>2. If your non-MII examination or qualification does NOT match the learning outcomes of the current MII examination that you are applying for exemption from.</li> <li>3. If the assessment method of your non-MII examination or qualification is NOT of a similar standard and scope to the MII examination unit.</li> <li>4. If a student has previously sat and failed the subject in the MII or CII examination, even if the student have subsequently gained a qualification which would otherwise be regarded as equivalent.</li> <li>5. If you have applied based on a partially completed qualification, even if you have passed a subject which would be regarded as equivalent.</li> <li>6. <b>For qualifications not gained by examination.</b></li> <li>7. <b>For qualifications obtained more than 10 years ago at the date of application.</b></li> </ol>

**J. Operating  
Rules**

1. You may be granted exemption from PCEIA and / or CEILLI on the basis of professional and academic qualifications which, in the opinion of the Examination Committee, are of equivalent standard and scope.
2. Exemption awarded will be based upon the scope and standard of information submitted with the application.
3. You must submit all the required documents with your application within the deadline specified for processing. If additional information is required, you must submit it within the deadline. Otherwise, you will have to submit a new application.
4. MII policy is to award exemption for subjects that are within the MII qualification framework at the time of application.
5. If misleading information or fraudulent documents are submitted, MII will withdraw the exemption. In this case, MII will take disciplinary action against the applicant concerned.
6. MII will not award exemptions based on exemptions awarded by other organizations. MII will, however, review the potential based on original qualification.
7. You must obtain a pass in the subject you are applying for exemption from.
8. You are not allowed to apply for exemption more than once using the same qualification.



<b>K. Changes to MII Qualification Framework</b>	1. The MII framework is evolving in response to the regulatory environment, changes in education regulation standards and customer need. As a consequence, exemption awards and accreditation criteria do change. The exemption awarded will be subject to changes to the MII education and qualification framework.
<b>L. Data Protection Act 2010</b>	In compliance with the Personal Data Protection Act 2010, please note that your personal data is used, stored, disclosed and processed by MII solely for the purpose of processing your exemption and/or in connection to other MII products or services. Your personal information may also be disclosed or transferred to relevant third party i.e. to industry-related associations, industry-related companies, government agencies and any of their respective agents. Any enquiries or complaints regarding your personal information may be sent to MII via post, or email ( <a href="mailto:customercare@mii.org.my">customercare@mii.org.my</a> ).

## **Qualifications Eligible for PCEIA & CEILLI Exemption**

### **IMPORTANT:**

**MII reserves the right to not award exemptions based on insufficient information or unfulfilled requirements.**

Please note that you must have completed your academic qualification, for example university degree, within the last 10 years. (E.g. For exemption application 2020, only qualifications obtained after 2010 will be considered.)

**We do not encourage applicants without insurance/financial planning or insurance/financial planning related qualifications to apply for exemption as applicants may not meet the exemption eligibility criteria. Please note these are only guides and not definitive listings.**

It is not possible to provide a complete list of the qualifications for which exemptions have been agreed. The list below gives an indication of the type and level of qualification which can attain dispensations. For confirmation of your exemption status, you should complete the exemption application form and pay the appropriate fees upon confirmation.

Malaysian Universities / Institutions	Qualification title
1. The Malaysian Insurance Institute (MII)	<ul style="list-style-type: none"> <li>• Fellowship</li> <li>• Associate</li> <li>• Graduate Diploma in Insurance</li> <li>• Diploma in Insurance / Risk Management / Financial &amp; Actuarial Science</li> <li>• Certificate of Insurance Practice</li> </ul>
2. Universiti Teknologi MARA (UiTM)	<ul style="list-style-type: none"> <li>• BBA (Hons) Insurance</li> <li>• Bachelor of Science (Hons) Actuarial Science</li> <li>• Advanced Diploma in Business Studies (Insurance)</li> <li>• Diploma in Actuarial Science</li> <li>• Certificate / Diploma in Business Studies (Insurance)</li> </ul>
3. Universiti Utara Malaysia (UUM)	<ul style="list-style-type: none"> <li>• Bachelor of Risk Management and Insurance</li> </ul>
4. Universiti Tunku Abdul Rahman (UTAR)	<ul style="list-style-type: none"> <li>• Bachelor of Science (Hons) Actuarial Science</li> </ul>
5. Universiti Kebangsaan Malaysia (UKM)	<ul style="list-style-type: none"> <li>• BBA (Hons) Insurance</li> <li>• Bachelor of Science (Hons) Actuarial Science</li> </ul>
6. Universiti Sultan Zainal Abidin Kuala Terengganu/ Sultan Zainal Abidin Islamic College (KUSZA)	<ul style="list-style-type: none"> <li>• Diploma in Insurance</li> </ul>
7. Politeknik Sultan Salahuddin Abdul Aziz Shah (Shah Alam)	<ul style="list-style-type: none"> <li>• Diploma in Insurance</li> </ul>
8. Malaysian Financial Planning Council (MFPC)	<ul style="list-style-type: none"> <li>• Registered Financial Planner (RFP)</li> <li>• Shariah Registered Financial Planner</li> </ul>
9. Financial Planning Association of Malaysia (FPAM)	<ul style="list-style-type: none"> <li>• Certified Financial Planner (CFP)</li> <li>• Islamic Financial Planner (IFP)</li> </ul>

Foreign Universities / Institutions	Qualification title
1. The Chartered Insurance Institute	<ul style="list-style-type: none"> <li>• Diploma (Dip CII) / Advanced Diploma in Insurance (ACII)</li> <li>• Certificate / Diploma / Advanced Diploma in Financial Planning</li> </ul>
2. Singapore College of Insurance	<ul style="list-style-type: none"> <li>• Diploma in Life Insurance (DLI)</li> <li>• Diploma in General Insurance and Risk Management (DGIRM)</li> <li>• Certification in General Insurance (CGI)</li> </ul>
3. Life Office Management Association (LOMA)	<ul style="list-style-type: none"> <li>• Fellow of the Life Management Institute (FLMI)</li> </ul>
4. The Australian and New Zealand Institute of Insurance and Finance ANZIIF	<ul style="list-style-type: none"> <li>• Diploma in General Insurance</li> <li>• Diploma in Financial Planning</li> <li>• Diploma in Financial Services – Life Insurance</li> <li>• Certificate IV General Insurance</li> </ul>

***Note: Besides the above, MII also recognizes relevant professional qualifications awarded by Insurance Institutions worldwide.***