

COURSE CALENDAR-2025



Bangladesh Insurance Academy

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A view of the seminar entitled 'Activities and Challenges of Bangladesh Insurance Academy in Developing a Skilled Workforce for the Insurance Sector,' which was organized by Bangladesh Insurance Academy. Nazma Mobarek, Secretary, Financial Institutions Division, Ministry of Finance was present as the chief guest. Mr. Md. Sayed Qutub, Additional Secretary of the Financial Institutions Division, was present as special guest. Dr. Delwar Hossain, Joint Secretary of the Financial Institutions Division, acted as the moderator of the seminar. The inaugural ceremony was presided over by Mr. Mohammad Helal Uddin, Joint Secretary of Financial Institutions Division and Director (Additional Charge) of Bangladesh Insurance Academy.



Along with the trainees, Dr. Delwar Hossain, Director of Bangladesh Insurance Academy and Joint Secretary, Financial Institutions Division, Ministry of Finance attended the certificate-awarding ceremony for the three-day training course on "Bancassurance," which was arranged by the Bangladesh Insurance Academy. In an effort to diversify the insurance product marketing system and guarantee that customers receive prompt and dependable insurance services, Bangladesh Insurance Academy has been hosting bancassurance training courses in addition to regular courses in collaboration with banks and insurance companies.

COURSE CALENDAR-2025



Course Calendar - 2025

Bangladesh Insurance Academy, an apex institution in insurance education, has been conducting various academic diplomas/certificates and training courses to create skill human resources in the insurance industry since its inception. It provides training in various technical subjects such as underwriting, reinsurance, claims management, financial management, sales management, agency management and other topics of life and non-life insurance. Academy conducts Associateship program in life and non-life insurance to create professional manpower in the insurance industry. Academy has recently launched a highly valued diploma course in Actuarial Science, a discipline that assesses financial risks particularly in the insurance and finance fields using mathematical and statistical methods and modeling. In addition, Academy organizes seminars/workshops and conducts research activities on various contemporary issues related to economics, business and insurance. In order to bring dynamism to the overall activities of the Academy, online-based training and counseling classes have been arranged to provide opportunity for the district & thana level insurance employees. With the financial assistance of the World Bank, classrooms of the Academy have been modernized and two computer labs have been set up under the BISDP project. As a result, it has become easier to invite foreign resource persons and consequently, our insurance industry is being enriched with new knowledge through foreign guest speakers on contemporary insurance topics.

Training enhances the skill levels of workforces and increases employees' motivation to perform their job and finally it increases overall productivity and performance. Insurance education cannot be ignored for this growing economy because without professional education along with skills and training, expansion or modernization of the insurance industry is impossible. With this view, Academy is constantly working towards the creation of professional manpower in the field of insurance.

Academy conducts Associateship program in life & non-life insurance for creating insurance professionals. Around 28-30 training courses are conducted by the Academy every year across the country including Dhaka. Additionally, the Academy organizes 3-4 seminars and workshops every year on various important and contemporary topics of insurance. Furthermore, the Academy conducts customized training courses (tailor-made courses) and publishes research articles as well as journals. Annual training course calendar of the Academy is designed in consultation with the country's leading insurance experts of Sadharan Bima Corporation, Jiban Bima Corporation and Private Insurance Companies which is approved by the Academic Committee and Board of Governors. Since its inception, Academy has been conducting regular training courses for JBC, SBC & Private Insurance Companies, financial institutions, Insurance Survey firms, and commercial organizations.

Board of Governors of Bangladesh Insurance Academy:

The management of the Academy is entrusted with a 10-member Board of Governors, comprising the representatives from the Financial Institutions Division, regulatory authority, state-owned insurance corporations, private insurance companies, insurance association and academia. The Secretary of the Financial Institutions Division, Ministry of Finance is the Chairman of the Board of Governors. The board is assisted by a Director who is the executive head of the Academy.

Functions of Bangladesh Insurance Academy:

Academy is steered with the following functions:

- To promote, organize and impart professional education in insurance leading to Certificates/ Associataship.
- To organize and conduct in-service training for officers and employees of both public and private sector insurance organizations.
- To train up insurance officers of other organizations.
- To publish research works and books on insurance.
- To establish close contacts with local and foreign academic institutions, organize joint courses and invite students and trainees from abroad.
- To organize, conduct and promote research on problems of the insurance industry.
- To facilitate, promote, encourage and foster publication of research works and literature on matters of interests.
- To conduct research in collaboration with institutions at home and abroad and exchange scholars.
- To provide facilities for students preparing for the examinations conducted by foreign insurance institutes.
- To give awards to individuals in recognition of their contribution to the development of insurance education.

Training:

Insurance is a technical subject which requires specialized knowledge and expertise. Without comprehensive knowledge of insurance risk underwriting, claims management, reinsurance procedures etc., these tasks cannot be done properly. Therefore, training in a technical subject like insurance is crucial and very indispensable. The main purpose of insurance training is to enable the officers and employees of the insurance industry to gain detailed knowledge about the technical aspects of insurance and to perform their duties properly. Insurance companies manage risk and the Academy provides training to make them proficient in various aspects of risk management. Insurance industry will prosper if a trained workforce is created.

Trained manpower by acquiring professional knowledge from the Academy is playing an important role in the socio-economic development of the country by performing duties

with proper skill and competence in the overall development of the insurance sector and related institutions. Training on new technologies, new products and technical changes in insurance is essential. For example, bancassurance operations have started recently with the permission of the government. As a result, Bangladesh Insurance Academy has recently started the training program for bank officials in this regard. This training covers insurance products for bank officers, bancassurance guidelines and technical aspects of insurance sales. So far, the Academy has conducted 58 bancassurance training courses for 3034 officers of 13 banks in 2024.

Academy has its own faculty members. It also invites professionally enriched resource persons, as guest speakers to conduct training courses more effectively. The Academy has to arrange tailor-made courses to cater the needs of different organizations besides regular courses. In-service training courses include Human Resource Development Courses, Training Methodology Courses, Risk Management and Loss Prevention Course, Public Relations Course, Manpower Planning and Development Course, Maritime Law and Marine Insurance Course, Office Communication and Management Course, Fire Insurance, Marine Insurance, Accident and Miscellaneous Insurance, Engineering Insurance, Motor Insurance, Re-Insurance, Underwriting and Claims, Advanced Management, Risk Surveying, Financial and Accounting Management, Skill Development Training for Insurance Surveyors and Takaful Insurance Courses. As many as 39,069 participants took part in these courses.

Associateship Program:

A flagship program of the Academy is the Associateship of Bangladesh Insurance Academy. The program was launched in 1981 and so far 753 people have earned Associateship degrees, many of whom are working as CEOs and senior executives in the insurance industry. In addition, many are working in senior positions in various banks, various government organization including civil service and finance organizations.

Objectives of the Associateship in Insurance Program:

- To build capacities in the management of insurance.
- To create a stream of young talents for the industry.
- To provide strategic approaches in the management of Insurance.
- To promote, organize and impart professional education in Insurance leading to Associateship.

Certificates & Associateship

The Academy has recently started online certificate and Associateship courses, where everyone has an opportunity to access for registration and participation in the counseling classes.

Certificate Stage:

Risk and Insurance (BIA-1)

Company and Contract Law and their Application to Insurance (BIA-2)

Insurance of the Person (BIA-3) OR

Property and Pecuniary Insurance (BIA-4)

Business Environment (BIA-5)

After completing the Certificate Stage one can enroll in Associateship, which has two parts:

a. Life Insurance

b. Non-Life Insurance

(A) Associateship Stage (Life Insurance)

-Life Assurance Practice and Administration (BIA-6)

-Life Assurance Law and Taxation (BIA-7)

-Mathematical Basis of Life Assurance (BIA-8)

-Financial Aspects of Long-Term Business (BIA-9) OR

-Finance and Accounting for Life Insurance (BIA-9)

-Principle and Practice of Management in Insurance (BIA-14)

-Business Communication (BIA-15)

(B) Associateship Stage (Non-life Insurance)

-Marine Insurance Principle and Practice (BIA-10)

-Fire Insurance Law and Claims (BIA-11)

-Marine Insurance Law and Claims (BIA-12)

-Accident Insurance Law and Claims (BIA-13) OR Engineering Insurance Law and

-Claims (BIA-13)

-Principle and Practice of Management in Insurance (BIA-14)

- Business Communication (BIA-15)

Besides Associateship in Insurance, Academy offers the following foreign insurance education programmes: i) ACII (Associateship of Chartered Insurance Institute)/Advanced Diploma in Insurance, London, UK and ii) CIP (Certificate of Insurance Practice) UK.

Diploma in Actuarial Science Course:

Academy has launched a diploma in actuarial science course in 2024. Actuaries are very much needed for the insurance industry, especially for life insurance companies. However, there are only 6 actuaries in Bangladesh. Actuarial science courses are not taught in any university or institute in Bangladesh. For this reason, Academy has launched this course so that diploma holders in actuarial science can work as assistants to actuaries and can become actuaries by appearing at exams in international professional societies.

Course Evaluation and Grading System:

Performance of the participants is evaluated throughout the training in terms of attendance, quiz, MCQ test, written examination and assignment. Participants are graded on the basis of their performance during the training period.

All assessment is based on a quantitative scale and graded as follows:

1. 80 and above	A
2. 70 - 79	B
3. 60 - 69	C
4. 50- 59	D
5. Below 50	Fail

Field Visit:

Academy also arranges field visit programs particularly for the trainees of the Non-Life Foundation Course. They visit various industrial plants to gain hands-on experience in risk management. Trainees can gain practical experience about the types of risks that are usually present in industrial plants and how to deal with such risks. Additionally, Agent Course trainees are also sent on field visits to learn first-hand experience on how to sell insurance to customers and how to deal with customer objections.

Scholarship (Tyser Award Fund):

Bangladesh Insurance Academy offers several motivational incentives to bring in trained and skilled human resources in the field of insurance. The Academy hopes that trained officials will play a significant role in the development of this industry. Since 1987, the Academy has received donations from M/S Tyser & Company, London. This fund is used for awarding scholarships, counseling class expenses and other expenses of the students of Associate of Bangladesh Insurance Academy (ABIA) and Associate of Chartered Insurance Institute (ACII). Since its inception, Tk. 33,09,055 has so far been given among the 1st and 2nd position holders of Associateship examinees, ACII & Actuarial Science students as scholarship from the Tyser award fund.

Research and Publication:

The Academy undertakes research on economics, business and insurance related topics. It publishes Insurance Journal regularly. It has conducted research works on six broad areas so far:

- a. Crop Insurance.
- b. Marketing of Life Insurance in Rural Bangladesh.
- c. Health Insurance.
- d. An Appraisal of the Life Insurance Business in Bangladesh.
- e. A study on job satisfaction of the employees of private insurance companies of Bangladesh.
- f. An analysis of claim settlement scenario of the insurance Industry of Bangladesh.

Computer Lab Facilities:

Academy was furnished with two modern computer labs in 2022. Participants can use the lab for IT-based training courses and for preparing their assignments as part of the course requirement.

Library:

Academy has a rich library that is equipped with books on insurance, journals & periodicals from home & abroad, research reports and computers with internet facilities. The number of books in the library is around 8000 with various collections of insurance books from the UK, Malaysia, India etc. Besides, there are books on economics, finance, actuarial science, marketing, management etc. The library is open from 9.00 am to 4.00 pm. It remains open during the training period and counseling classes, even after office hours.

Future Plans of the Academy:

- Upgrading the Academy into a state-of-the-art institute
- Recruiting more faculty members and other officials
- Inclusion of research, IT and actuarial faculty
- Introducing the Fellowship of Bangladesh Insurance Academy (FBIA)
- Introducing Associateship program in Actuarial Science
- Introducing Diploma inTakaful Insurance program
- Introducing Certificate Course for surveyors
- Introducing training course on micro-insurance and inclusive insurance etc.

Campus:

Academy is located at 53, Mohakhali C/A, Dhaka-1212. It is a six-storied building having multiple facilities for organizing training courses, seminars and workshops. It has two computer labs, two training rooms with a video conferencing system, one meeting room and one big seminar room.

Course Schedule 2025

Training Course on

SL No	Name of the Courses	Venue	Duration
01	Fire Insurance Survey Course	Chattogram	2 days
02	Miscellaneous & Engineering Insurance Course	Dhaka	7 days
03	Training Course on Takaful	Dhaka	3 Days
04	Marine Insurance Underwriting & Claims Management Course	Chattogram	7 days
05	Basic Course on Non-life Insurance	Dhaka	7 days
06	Motor Insurance Underwriting & Claims Management Course	Dhaka	7 days
07	Fire Insurance Underwriting & Claims Management Course	Dhaka	7 days
08	Marine Insurance Underwriting & Claims Management Course	Dhaka	7 days

Non-Life Insurance – 2025

Date	Target Participants
8-9 February, 2025	Junior/Mid-level executives of Survey firms.
16-24 April, 2025	Junior/Mid-level executives of Non-Life Insurance Companies, Survey firms, Banks, Leasing and Commercial organizations.
21-29 May, 2025	Junior/Mid-level executives of Non-Life Insurance Companies, Survey firms, Banks, Leasing and Commercial organizations.
23-31 July, 2025	Junior/Mid level executives of Non Life Insurance Companies, Survey firms, Banks, Leasing and Commercial organizations.
02-10 September, 2025	Junior/Mid-level executives of Non-Life Insurance Companies, Survey firms, Banks, Leasing and Commercial organizations.
22-30 October, 2025	Junior/Mid level executives of Non Life Insurance Companies, Survey firms, Banks, Leasing and Commercial organizations.
01-09 December, 2025	Junior/Mid-level executives of Non-Life Insurance Companies, Survey firms, Banks, Leasing and Commercial organizations.

Training Course on

SL No.	Name of the Courses	Venue	Duration
01	Basic Course on Life Insurance	Dhaka	7 days
02	Advanced Re-insurance Course on Life Insurance	Dhaka	3 days
03	Life Insurance agent Course	Rangamati	6 days
04	Life Insurance agent Renewal Course	Cumilla	3 days
05	Life Insurance agent Course	Noakhali	6 days
06	Life Insurance agent Course	Naogaon	6 days
07	Basic Course on Health Insurance	Dhaka	3 days
08	Life Insurance agent Course	Kusthia	6 days
09	Life Insurance agent Course	Patuakhali	6 days
10	Life Insurance agent Renewal Course	Jhalakathi	3 days
11	Life Insurance agent Course	Dinajpur	6 days
12	Life Insurance Marketing Course	Mymensingh	7 days
13	Life Insurance agent Course	Bogura	6 days
14	Life Insurance Marketing Course	Thakurgaon	7 days
15	Life Insurance agent Course	Satkhira	6 days
16	Life Insurance agent Course	Faridpur	6 days
17	Life Insurance agent Course	Dhaka	6 days
18	Life Insurance agent Renewal Course	Chattogram	3 days

Life Insurance – 2025

Date	Target Participants
04 -12 March-2025	Junior/Mid-level Executives of Private Life Insurance Companies, Banks, Leasing, Commercial organizations and Officers of JBC
16 -18 March-2025	Junior/Mid-level Executives of Private Life Insurance Companies, Banks, Leasing, Commercial organizations and Officers of JBC.
22-27 April-2025	Agents of Jiban Bima Corporation.
28-30 April-2025	Agents of Jiban Bima Corporation.
03-08 May-2025	Agents of Jiban Bima Corporation.
21-26 May-2025	Agents of Jiban Bima Corporation.
27-29 May 2025	Junior/Mid-level Executives of Private Life Insurance Companies, Banks, Leasing, Commercial organizations and Officers of JBC.
23-28 June-2025	Agents of Jiban Bima Corporation.
07-12 July-2025	Agents of Jiban Bima Corporation.
14-16 July-2025	Agents of Jiban Bima Corporation.
04-09 August-2025	Agents of Jiban Bima Corporation.
16-23 August-2025	Development Officials of Jiban Bima Corporation.
13-18 September-2025	Agents of Jiban Bima Corporation.
20-26 September-2025	Development Officials of Jiban Bima Corporation.
18-23 October-2025	Agents of Jiban Bima Corporation.
25-30 October-2025	Agents of Jiban Bima Corporation.
08-13 November-2025	Agents of Jiban Bima Corporation.
22-24 November-2025	Agents of Jiban Bima Corporation.

Combined Course – 2025

SL No	Name of the Courses	Venue	Duration
01	English Language Proficiency in Business Communication	Dhaka	12 days
02	IT Skill Development Training with Special Emphasis on office Application & Software	Dhaka	7 days

Seminar / Workshop–2025

SL No	Name of the seminar/workshop	Venue
01	Solvency Regulation and Capital Requirement	Dhaka
02	Data Strategy for Bangladesh Insurance Industry in the Era of Fourth Industrial Revolution.	Dhaka
03	Bancassurance	Dhaka

Combined Course – 2025

Date	Target Participants
20 April – 06 May 2025	Junior/Mid-level executives of Non-Life Insurance Companies, Survey firms, Banks, Leasing and Commercial organizations.
06-14 November, 2025	Junior/ Mid-level executives of Insurance Organizations.

Seminar / Workshop–2025

Duration	Date	Target Participants
1 day	May, 2025	Senior Executives of Insurance Organizations.
1 day	July, 2025	Senior Executives of Insurance Organizations.
1 day	November 2025	Senior Executives of Insurance Organizations.

Bangladesh Insurance Academy

Life Insurance Marketing Course

Objectives : Insurance business has been recognized all over the world as one of the highly specialized service industries and much of its success and future development depend upon the ability of the salesmanship. The fundamental objectives of this course is to familiarize the marketing/Development officers with the prospects and the techniques of insurance selling.

Participants : This course is suitable for Development officers engaged in Jiban Bima Corporation.

Methodology : Lecture / Multimedia presentation, Review and Question-Answer session.

Duration : 7 days

Contents :

01. Overview of life insurance:

- The History of insurance with reference to life insurance in the subcontinent and Bangladesh. Organizational Structure of JBC.
- What is Life Insurance ? Why people buy Life Insurance ? Description of human needs protection under Life Insurance policies.

02. Life Insurance Contract & Principles:

- What is Life Insurance Contract ? Elements of Life Insurance Contract.
- Principles of Insurance as applicable to Life Insurance (Utmost Good faith, Insurable Interest, Proximate cause).

03. Basics of Life Insurance:

- Factors of premium, Net Premium, Tabular premium and level premium, Natural premium
- Different products of JBC
- Supplementary covers; DIAB, PDAB, & Hospitalization benefit.
- Policy document and Privileges & conditions of policy and income tax provision of life insurance.

04. Etiquette and grooming of Salesman:

- Basics of behavioral style.
- Basics of self introduction with customers.
- How to influence prospects and customers.
- Action plan to improve professionalism.

05. Negotiation, influencing and persuasion skills:

- How to understand the needs of the customers.
- How to communicate with empathy that would be helpful to influence the customers.
- How to eliminate doubts that would help prospects to buy insurance.

06. Interpersonal communication skills:

- Approach to personality Development
- Approach to close deals and efficiently provide after sales services.

07. Team Management:

- How to manage a team (Agents).
- How to motivate the team by diagnosing performance problems.
- Managing Performance by conducting weekly review meeting and daily follow up with agents.

08. Underwriting of Life insurance:

- Underwriting procedures. Medical and Non-Medical underwriting.
- Basic forms used in selection process and their significance.
- Proposal on the lives of female, Illiterate and Minor lives. Medical and Non-Medical scheme.
- Causes and effects of policy lapsation, remedies of lapsation. Ordinary revival and Special revival.

- Proposal to policy- different stages, Proposal form, Agent report, Branch Manager report. How to fill up summary sheet.
- Policy options, Nomination & Assignment, paid up value, surrender value and loan value calculation.

09. Group Insurance:

- Introduction and classification of Group schemes. Group Insurance Marketing.

10. Claims Management:

- Submission of Claims.
- Settlement of Claims-Maturity Claims.

Bangladesh Insurance Academy

Life Insurance Agent Course

Introduction: The marketing/sales professionals of insurance industry are not qualified, professionally trained or properly regulated. So, Recently Insurance Development and Regulatory Authority (IDRA) has made compulsory 72 hour training for the sales agents to get licenses. In such a context, Academy has taken initiative for extensive training for the agents of the insurance industry so that they can enlighten the mass people about the real need & benefit of insurance instead of alluring them to buy insurance.

Objectives : Insurance is recognized all over the world as one of the highly specialized service Sector and much of its success and future development depend upon the ability of the agent. The fundamental objectives of this course is to familiarize the agents with the life insurance issues related to their activities.

Participants : This course is suitable for Agents engaged in Life Insurance Organizations.

Methodology : Lecture, OHP/Multimedia presentation, Field visit & Reporting, Case study, Assignment, Mock Session, Video show, Review and Question - Answer Session etc.

Contents :

- Historical back ground of Insurance.
- Life Insurance agent as a Carrer.
- Income & benefits of an agent.
- Agent requirement Process.
- General & Specific function of different types of life Insurance.
- Understanding risk and insurance.
- Salient features of Insurance Act. 2010. & IDRA Act 2010.
- Insurance Contract-Essential elements of Insurance Contract.
- Understanding the principles and practices of life insurance.
- Factors of premium, Net Premium, Tabular premium, level premium and Natural premium.

- Understanding basic life insurance products.
- Underwriting procedures: Medical and Non-Medical underwriting.
- Understanding underwriting for life insurance Products.
- Basic forms used in selection process and their significance.
- Proposal to policy- different stages, Proposal form, Agent report, Branch Manager Report. How to fill up summary sheet.
- Supplementary covers: DIAB, PDAB, & Hospitalization benefit.
- Understanding the key considerations when identifying client's needs.
- Understanding the importance of completing a client fact finding as part of the financial planning process.
- Understanding the ethical considerations of a financial adviser.
- What is Life Insurance? Why people buy Life Insurance? Description of human needs protection under Life Insurance policies.
- What is salesmanship? Sales management. Selling as profession, Duties & responsibilities of salesman. Types of selling.
- Prospecting: Pre- approach, Approach. Making effective sales presentation.
- Effective communication for selling. Role of motivation and human relation for selling. Selling process & preparation.
- Why sales people fail to sell? Key tips for successful selling & art of selling. Managing sales team
- Role play.
- Field Visit & Reporting/ Assignment.
- Case Studies.
- Overcoming customer objections & handling complains. Closing sales successfully.
- Policy document and Privileges & conditions of policy and income tax provision of life insurance.

- Causes and effects of policy lapsation, remedies of lapsation. Ordinary revival and special revival.
- Policy holder's servicing; paid up value, surrender value, loan value.
- Claims Management:-Submission of claim, settlement of claim-Maturity claims, death claim.

Bangladesh Insurance Academy

Basic Course on Life Insurance

OBJECTIVE : This training course, as the caption denotes, will largely contribute to build up the basic of the participants. Almost all the types of life insurance covers together with their underwriting procedure & handling claims will be dwelt upon. Those who accept life insurance as a career will largely enjoy the benefits of the course after its successful completion.

Participants : The course is suitable for the senior staff of Life Insurance Organizations.

Methodology : Lecture, Multimedia presentation, Review and Question-Answer session.

Duration : 07 days

Contents :

1. Historical Background of Insurance with special emphasis on Life Insurance.
2. Fundamentals of Risk, Peril, Hazard and Insurance.
3. Special features of Insurance Act 2010 and its subsequent important amendments.
4. Main Classes of Insurance & their functions.
5. Insurance as a contract and Law of Contract & Proposal form as the basis of insurance contract.
6. Principles applicable to Insurance.
7. Basic Concept of Life Insurance. Why people buy Life Insurance?
8. Proposal to policy different stages, Proposal form, Agent's report, Branch Manager's report. How to fill up summary sheet.
9. Products and schemes of life insurance.
Privilege and conditions of life assurance policy.
10. Supplementary covers: DIAB, PDAB and Hospitalization benefit.
Introduction and classification of Group schemes.
11. Underwriting procedures. Medical and Non-Medical underwriting.

12. Proposal on the lives of female, illiterate and minor lives. Medical and Non-Medical scheme.
13. Factors affecting family History for underwriting: Hazards – especially moral hazard and application in underwriting.
14. Policy Provisions and rights of policyholder and beneficiaries. Policy holders servicing.
15. Factors of premium: Net premium, Tabular premium , Level premium and Natural Premium.
16. What is valuation? Declaration of Bonus, Investment of Life fund.
17. Policy Lapsation, Causes and effects of policy lapsation, remedies of lapsation.
18. Policy options, Nomination & Assignment: and executing procedure.
19. Claims Management: - Submission of claim, settlement of claim-Maturity claims, death claim.
20. Reinsurance Practice in Life Insurance.

Bangladesh Insurance Academy

Life Insurance Underwriting & Claims Management Course

Objectives :The aim of this course is to equip the participants with the essential knowledge of how a risk can be properly identified, analyzed & evaluated; This course will be benefited to those who intend to be conversant with underwriting methodology.

Participants : This course is suitable for junior to mid-level officers, mainly who are working in Underwriting department.

Methodology : Lecture & Multimedia Presentation, Review and Question-Answer session.

Duration : 07 Days.

Contents :

- Concepts & need for the insurance contract applicable to life insurance.
- Insurance Principles applicable to Life Insurance underwriting.
- Underwriting aspects of different life insurance products.
- Underwriting Functions & concepts of selection process.
- Forms and stationeries used for the underwriting purpose.
- Need of mortality factors and construction of mortality table in Life Insurance management.
- Numerical rating methods of life insurance underwriting.
- Premium Calculation: Factors of premium Calculation-Mortality-Interest management expanses.
- Factors for underwriting for the consideration of persistency aspects.
- Factors affecting family History for underwriting: Effect of build. Moral hazard and application in underwriting.
- Medical Test: Requirement of medical test in life insurance underwriting and their uses importance.
- Medical Organization of Life Office.

- Construction of proposal form. Medical and Non-Medical scheme.
- Underwriting of Female, Illiterate and Minor Lives
- Underwriting of Micro Insurance Policies (Industrial Insurance).
- Underwriting decisions for sub-standard Life.
- Supplementary Covers: DIAB & PDAB, description of benefit & exclusion.
- Policy conditions & Privileges in Life insurance contract.
- Blood circulation system: Diabetes Mellitus, liver disease and gall bladder disease. Gastro intestinal tract and its disease. Hematological disease. AIDS and their impact.
- Blood pressure, pulse, urine, Impairment of urinary tract.
- Underwriting system with rating guidelines, Heart disease and Hypertension.
- Policy holder's servicing; paid up value, surrender value, loan value.
- Policy options, Nomination & Assignment: and executing procedure.
- Causes and effects of policy lapsation remedies of policy lapsation.
- Ordinary revival and special revival.
- Procedure of settlement of different types of life insurance claim.
- Ethical principles and practices for an Insurance Professionals.

Bangladesh Insurance Academy

Foundation Course on Life Insurance

OBJECTIVE:

This training course, as the caption denotes, will largely contribute to build up the foundation of the participants. Almost all the types of life insurance covers together with their underwriting procedure & handling claims will be dwelt upon. Those who accept life insurance as a career will largely enjoy the benefits of the course after its successful completion.

Participants: The course is suitable for entry level officers of each & every department of life insurance organization.

Methodology: Lecture, Group discussion, Review and Question-Answer session, Case Study

Duration : 21 days

Contents :

1. Historical Background of Insurance with special emphasis on Life Insurance.
2. Fundamentals of Risk, Insurance and Hazard.
3. Main Classes of Insurance & their functions.
4. Insurance as a contract and Law of Contract & Proposal form as the basis of insurance contract.
5. Special features of Insurance Act 2010 and its subsequent important amendments.
6. Role of regulatory Authority.
7. Principles applicable to Insurance.
8. Basic Concept of Life Insurance. Why people buy Life Insurance?
9. Proposal to policy different stages, Proposal form, Agent's report, Branch Manager's report. How to fill up summary sheet.
10. Product of Life Insurance - Whole Life & different Endowment plans- Children Policy- Money Back - Guaranteed Bonus - Multiple Payment Policy-Pension Policies-FIR- Mortgage Protection Policy- Poverty Alleviation Policy, Denmohor policy and Hajj Bima Policy, etc.
11. Privilege and conditions of life assurance policy.
12. Supplementary covers: DIAB, PDAB and Hospitalization benefit.

13. Introduction and classification of Group schemes.
14. Underwriting procedures. Medical and Non-Medical underwriting.
15. Basic forms used in selection process and their significance
16. Proposal on the lives of female, illiterate and minor lives. Medical and Non-Medical scheme.
17. Policy Provisions and rights of policyholder and beneficiaries.
18. Policy holders servicing. Before and after sales service.
19. Servicing of individual life insurance policies (Endowment policy Pension policy, Anticipated Endowment policy, Paid up loan and surrender value with calculation). Survival benefit and other benefits.
20. Factors of premium: Net premium, Tabular premium , Level premium and Natural Premium.
21. What is valuation? Declaration of Bonus, Investment of Life fund.
22. Policy Lapsation, Causes and effects of policy lapsation, remedies of lapsation.
23. Claims Management: - Submission of claim, settlement of claim-Maturity claims, death claim.
24. Reinsurance Practice in Life Insurance
25. Skill development & motivation.
26. Accounts: Role of accounts department. Special Features of Life Insurance Accounting.
27. Auditing Inspection & vigilance: Role of the departments. Financial Audit-its purpose and features.
28. Office management concepts & issues.
29. Office discipline: Its importance, Benefits of positive attitude and initiative.
30. Importance of office cleanliness, working condition and environment.
31. Establishment Purpose of equipment's, Stationery, furniture etc.
32. Maintenance of records, filing and office premises.

Bangladesh Insurance Academy

Miscellanies & Engineering Insurance Course

Objective:

This course has been, in particular, aimed at equipping the participants with the requisite thereof should be focused on and how the claims can be prudently and knowledge of how an engineering risk can be properly evaluated, which aspects fruitfully dealt with. The course will be of immense benefit to those who intend to be conversant with underwriting methodology and claim procedure of engineering insurance.

Participants:

The course is suitable for senior officer to mid level executive specially who are engaged in Engineering or Miscellaneous department of the Insurance, Engineering, Construction and Manufacturing organizations.

Duration: 7 days.

Contents:

- Burglary & Housebreaking policy: Scope of covers-Exclusions General Condition-Memorandum.
- Cash-in Transit policy: Scope of Covers-Exclusions-General Conditions-Limit of Liability.
- Workmen's Compensation policy: Scope of Covers-Exclusions- General Conditions Schedule
- Fidelity Guarantee Policy: Scope of covers-General Conditions-Proposal form (Two types)
- Personal Accident policy: Scope of Covers-Exception-General conditions-Scale of Benefits.
- Health Insurance Policy: Scope of Covers-super plan -Standard plan-Basic Plan General Conditions-Limitations-Exclusions.
- Contractor's All Risks policy : Scope of Covers -Material Damage -Third Party Liability -Advance Loss of Profit-General Exclusions.
- Erection All Risks Policy: Scope of Covers -General Exclusions- Special Exclusions Basis of Sum Insured.

- Machinery Insurance Policy : Scope of Covers-Exclusions-Basis of Sum Insured General Conditions.
- Contractors Plant Machinery Insurance: -Scope of Covers- What are exclusions Basis of Sum Insured-Period of Policy-General Conditions-Procedure of Settling Claim.
- Deterioration of Stock Policy: Scope of Covers- Exclusions-Basis of Sum Insured Boiler Attendant.
- Boiler & Pressure Vessel Insurance Policy: Scope of Covers- Exclusions-Basis of Sum Insured-Boiler Attendant.
- Electronic Equipment Insurance Policy: Scope of Covers- Material Damage-External Data Media-Increased Cost of Working-General Exclusion.
- Advance Loss of Profit Insurance:-Scope of Covers-What are exclusions-Basis of Sum Insured-Period of Policy-General Conditions-Procedure of Settling Claim.
- Oil and Gas Exploration Insurance: -Scope of Covers-What are exclusions Basis of Sum Insured-Period of Policy-General Conditions-Procedure of Settling Claim.

Bangladesh Insurance Academy

Marine Insurance Underwriting & Claims Management Course

Objective

Virtually, Marine Insurance almost assumes the proportion of oceanic vastness. This course will certainly create an opportunity for the participants to grasp the comprehensiveness of Marine Insurance (Cargo & Hull) and enlighten them about its proper underwriting mechanism, claim handling technicality and legal aspects associated therewith

Participant

The course is suitable for experienced/trained officers engaged in Marine Insurance Dept. of insurance organizations and L/C Dept. of Banks. This course is also suitable for the dealing executives of Export & Import organizations

Methodology

Lecture, Multimedia presentation, Review and Question-Answer session, Case Study

Duration: 7 days

CONTENTS

- ✓ Principles of insurance as applicable to Marine Insurance
- ✓ Types of Marine Insurance Policies
- ✓ Underwriting considerations of different types of Cargoes.
- ✓ Marine Tariff Rates
- ✓ Analysis of Institute Cargo Clauses 'A'
- ✓ Analysis of Institute Cargo Clauses 'B'
- ✓ Analysis of Institute Cargo Clauses 'C'
- ✓ Analysis of Institute Strike Clauses (Cargo)
- ✓ Analysis of Institute War Clauses (Cargo)
- ✓ Analysis of Institute Theft, pilferage & Non-delivery Clause
- ✓ Analysis of Institute Strike Clauses (Cargo)
- ✓ Analysis of Institute War Clauses (Cargo)
- ✓ Analysis of Institute Theft, pilferage & Non-delivery Clause
- ✓ Analysis of Institute Cargo Clauses (Air)
- ✓ Analysis of Air Risk only Clauses
- ✓ Analysis of Import Rail/Lorry/Truck Risk only Clauses
- ✓ Analysis of Import Rail/Lorry/Truck All Risk Clauses
- ✓ Analysis of Inland Rail/Lorry/Truck Risk only Clauses
- ✓ Analysis of Inland Rail/Lorry/Truck All Risk Clauses
- ✓ Analysis of Inland Cargo (Water-borne) Clauses

- ✓ Analysis of Inland Cargo (Water-borne) Clauses-All Risks
- ✓ Institute Radio-active Contamination Exclusion Clause
- ✓ Important Notice
- ✓ Hull Underwriting considerations.
- ✓ Institute Time clause-Hull
- ✓ Inland Time Clauses-TLO
- ✓ Inland Time Clauses-Hulls
- ✓ Role of Surveyor/Average Adjuster
- ✓ General Average (cargo), Particular Average (Cargo)
- ✓ Average Adjustment
- ✓ Procedure of Cargo Claim Settlement and analysis of required documents
- ✓ Cargo claim against carrier/Bailee/Third Party
- ✓ Procedure of Hull claim Settlement and analysis of required documents.
- ✓ The particular areas of Banking that insurance peoples should essentially know related to foreign trade (export/import) and loans & advance.
- ✓ Import policy order, Incoterms, Mode of transport, ware-house management. Nature of coverage.

Bangladesh Insurance Academy

Foundation Course on Non-Life Insurance

Objective:

This training course, as the caption denotes, will largely contribute to build up the foundation of the participants. Almost all the types of general insurance covers together with their underwriting procedure will be dwelt upon. Those who accept general insurance as a career will largely enjoy the benefits of the course after its successful completion.

Participant:

The course is suitable for the officer of each & every dept. of general insurance organization. It is also suitable for banks, business enterprises, leasing companies & survey firms

Methodology :

Lecture Multimedial presentation, Group discussion, Review and Question- Answer session, Case Study, Site visit.

Duration 3 weeks (21 days)

General principles of insurance:

- Definition of Insurance- Functions of Insurance (General & Specific).
- Definition of Risk - Nature of Risk - Types of Risk-Mathematical value of Risk.
- Risk Management-Need for Risk Management and its Functions.
- Insurance Contract-Specialty in Insurance Contract - essential Elements of Insurance Contract.
- Principles of Insurance : Utmost Good faith-Insurable Interest Indemnity Subrogation-Contribution-Proximate Cause.
- Classification of Insurance (from business point of view & risk point of view).
- Main features of insurance Act-2010

Marine Insurance:

- Definition of Marine Insurance Contract-Importance, function & Scope of Marine Insurance.
- Types of Marine Insurance policy.
- Hazard in Marine Insurance-Marine Tariff Rates.
- Analysis of Institute Cargo clauses 'A, 'B' & 'C'
- Inland Time clauses (TLO)
- Inland Time clauses (Hulls)
- Types of Marine losses-Requisite Documents for Cargo claim settlement Requisite Documents for Hull claim settlement.

Fire insurance

- Definition of Fire.
- Fire Insurance proposal form and its importance-Hazards in Fire insurance.
- Scope of covers under standard Fire policy- Exclusions-General conditions of the policy.
- Allied Perils-Analysis of Form 'A'-Mortgage clauses-Riot and Strike Endorsement.
- Requisite Documents for settlement of Fire Claim-Treatment of Salvage.

Motor Insurance

- Liability Covered under 'Act Only' Liability Policy- General Exclusions thereunder.
- Risks covered under Private Vehicle Comprehensive policy-Exclusions thereunder Depreciation Compulsory Excess.
- Risks covered under commercial Vehicle comprehensive policy-Exclusions thereunder Depreciation-Compulsory excess.
- Requisite Documents for Settlement of Act Liability and Own Damage claim.

Miscellaneous Accident Insurance

- Burglary & Housebreakin g policy : Scope of covers-Exclusions-Genera 1 Condition Memorandum.
- Cash-in Transit policy : Scope of Covers-Exclusions-Genera 1 Conditions-Limit of Liability.
- Workmen's Compensation policy: Scope of Covers-Exclusions-General Conditions-Schedule
- Fidelity Guarantee Policy: Scope of covers-General Conditions-Proposa 1 form (Two types)
- Personal Accident policy: Scope of Covers-Exception-General conditions-Scale of Benefits.
- Machinery Insurance Policy: Scope of Covers-Exclusions-Basis of Sum Insured General Conditions.
- Deterioration of stocks Insurance Policy: Scope of Covers- Exclusions-Basis of Sum Insured-Boiler Attendant.

Re-insurance

- Definition of Reinsurance-Types of Reinsurance-Types of Treaties.
- Proportional - Non-proportional.
- Risk Card-Bordeaux-Facultative Slip-Reinsurance Cover Note.

Accounts & Administration

- Procedure regarding maintenance of petty cash book, bank book, subsidiary ledgers, general ledgers, journal register, cash payment register, bill register etc.-Cash voucher, bank voucher, money receipt, deposit slips, adjustment journal etc.
- Process and function of management-Importance of Communication Office discipline & security-Office environment and decoration.

Bangladesh Insurance Academy

Basic Course on Non-Life Insurance

Objective:

It is a most significant training course for those who have embarked on the insurance profession to render their aspirations into a dignified career. A thorough and detailed discussion and interaction of different aspects of general insurance will greatly motivate the participants. This will play a salient role in discharging their professional duty in their later days in a very skillful manner.

Participant:

The course is suitable for officer and executives of the underwriting marketing/development department of Non-life insurance organization, banks, leasing companies and large commercial organizations.

Methodology:

Lecture, OHP/Multimedia presentation, Review and Question-Answer session.

Duration : 7 days

Contents:

- √ Fundamentals of Risk & Insurance.
- √ Insurance Contract-Essential Elements of Insurance Contract.
- √ Principles of Insurance: Utmost Good Faith-Insurable Interest
- √ Indemnity-Subrogation-Contribution-Proximate Cause.
- √ Regulatory Management and salient features of Insurance Act, 2010.

Motor Insurance:

- √ Risks covered exclusions & general condition under comprehensive policy, Depreciation, Loading & NCB, Renewal procedure.
- √ Settlement procedure of claims and analysis of required documents

Marine insurance:

- √ Concept & Classification of Marine Insurance.
- √ Analysis of Institute Cargo Clauses 'A', 'B', 'C'
- √ Institute Time Clauses along with Inland Time clauses (Hull & TLO)
- √ Types of Marine Losses, Procedure of claim settlement. Analysis of required documents.

Fire Insurance:

- √ Definition of Fire. Types of Fire Insurance policy. Scope of covers exclusion, general conditions of fire insurance policy.

- √ Allied perils. how it include average conditions
- ✓ Analysis of required documents in settlement of fire claim. Procedure for settlement of Fire claim.
- ✓ Risks covered, exclusions & general conditions under MBD & DOS policies.

Miscellaneous Accident Insurance :

- √ Risks covered, exclusion & general conditions under Burglary & Household policy and Fidelity Guarantee policies.
- √ Risks covered & exclusions under Personal Accident. Workmen Compensation & Health Insurance.

Re-insurance:

- √ Definition of Reinsurance. Types of Reinsurance-Types of Treaties.
- √ Risk and Bordeaux- Facultative Slip, Re-insurance, Cover note.
- √ Re-insurance market & Role of Intermediaries

Bangladesh Insurance Academy

Fire Insurance Underwriting & Claims Management Course

Objective:

This course has been designed to cover the theoretical and practical aspects of Fire Insurance Underwriting and claim. Special emphasis has also been laid on the technical aspects of Consequential Loss, Cyclone & Flood Policies. The Participants will be greatly benefited by this course.

Participant:

This course is suitable for the officers engaged in the underwriting and claim departments of insurance organizations. It is also beneficial for surveyors and bankers.

Methodology:

Lecture, Multimedia presentation, Video, Review and Question-Answer session.

Duration: 7 days.

Contents:

- Definition of fire. Principles of Insurance as applicable to Fire Insurance.
- Fire Proposal form & Its proper Fill-Out. FEA Discount.
- Causes of Industrial fire.

Allied Perils:

Earthquake (Fire & shock), Riot & Strike, Malicious Damage, Riot Fire, Deterioration of Goods, Explosion, Electrical Hazards, Aircraft Damage, Landslip, Bursting of Pipes & overflowing of Tanks and Impact, Flood & Cyclone.

Standard Fire policy:

Scope of covers-Exclusion-General Conditions

Analysis of Clauses:

- i) Mortgage Clauses
- ii) Form 'A'
- iii) Riot & Strike endorsement
- iv) Electrical clauses 'A' & 'B'
- v) Earthquake Clauses
- vi) EDRE Clauses
- vii) Declaration Clauses
- viii) Architect's Fees Clause

- ix) Removal of Debris Clause
- x) Local Authorities Clause
- xi) Flood & Cyclone Clause

Ascertainment/Quotation of Rates:

- i) Industrial Risks Tariff
 - ii) Cotton Mills Tariff
 - iii) Jute Mills Tariff
 - iv) Jute Press & Jute Godown Tariff
 - v) Earthquake Tariff
 - vi) Riot Tariff
-
- Settlement procedure of Fire Claim and analysis of required documents.
 - Treatment of Salvage-Application of Average Conditions-Arbitration-Ex-gratia payment.
 - Consequential Loss Policy : Scope of covers-Determination of Sum Insured-General Conditions- Requisite documents for settlement of Consequential Loss Claim.
 - Video Show
 - Course Review

Bangladesh Insurance Academy

Re-insurance Management Course

Objective:

Every insurer has to reinsure a certain portion of most of his underwritten risks with re-insurer. This procedure is not so easy as it appears to be. It involves a great volume of technical knowledge and practical application. This course has been formulated in order to equip the participants with all the necessary theoretical and practical back-up.

Participant:

This course is suitable for the officers engaged in the Reinsurance Department of insurance organizations.

Methodology:

Lecture, OHP/Multimedia presentation, Review and Question-Answer session.

Duration: 3 days

Contents:

- Definition of Reinsurance
- Need for Reinsurance
- Application of legal principles to reinsurance: Utmost Good Faith-Insurable Interest Indemnity Subrogation-Contribution & proximate cause.
- Types of Reinsurance
- Facultative Reinsurance-Merits-Demerits
- Treaty-Proportional -Non-Proportional-Risk attaching basis-Loss occurring basis.
- Types of Reinsurance
- Facultative Reinsurance-Merits-Demerits
- Treaty-Proportional -Non-Proportional-Risk attaching basis-Loss occurring basis.
- Quota share Treaty-Merits-Demerits
- Surplus Treaty-Merits-Demerits
- Excess of Loss Treaty-Advantage-Disadvantage.
- Single Risk-Separate Risk
- Risk Card
- Bordereaux (Consideration/Alteration)
- Facultative Slip
- Retention-Lower Retention
- Retrocession

- Original Commission
- Profit Commission.
- Treaty Limit
- Intimation Limit
- Claims Control Clause
- Follow the Fortune Clause
- Errors and Omissions Clause
- Arbitration Clause
- M & D premium
- Adjustable Rate
- Reinstatement
- Two Risk Warranty
- Two vessel Warranty
- Cash Loss
- Re-insurance Accounts
- Re-insurance Market & Intermediaries
- Question & Answer session.

Bangladesh Insurance Academy

English Language Proficiency in Business Communication.

Training Objective:

There may be good employees at your place .They might have good reputation in the industry; people appreciate them for their efficiency on particular skills. But sometimes they may feel shy and suffer from the lack of confidence while communicating in English. This course on English Language Proficiency has been designed to assist the professionals to learn the correct uses of English in the areas of speaking and writing including some important grammar for better official correspondence. It will provide extensive practice of the English language skills in communicative context.

After completing this course, the participants will be confident to apply right English in the right place properly avoiding their existing confusion. Special attention will be given to the acquisition of a wide and useful vocabulary and common mistakes in written English that usually take place.

Course Contents:

- ✓ General guidelines on better Speaking, Writing & Reading in English
- ✓ Speaking confidently with stakeholders from real life context
- ✓ Smart presentation techniques
- ✓ Effective Email and important document writing techniques
- ✓ Uses of essential vocabularies in regular communication
- ✓ Important uses of Grammar in official correspondence -Tense, uses of words, voice, Subject Verb Agreement
- ✓ Common errors in business documents
- ✓ Test of improvement on different language skills
- ✓ Practice Session (Pair & Group work)
- ✓ Tips for continuous progress in English

Training Methodology:

Interactive teaching, audio-visual presentation, individual & group work, ample practice sessions, feedback session



A view of the inaugural ceremony of 'Diploma in Actuarial Science (DAS)' Course was organized by Bangladesh Insurance Academy. Mr. Mohammad Zainul Bari, Chairman of Insurance Development And Regulatory Authority (IDRA) was present as the chief guest in the inaugural ceremony. Dr. Mohammad Sohrab Uddin, Actuary, Chairman, academic committee of Bangladesh Insurance Academy was present as special guest in the program. Inaugural ceremony was presided over by Mr. Md. Zahid Hossain, Joint Secretary, Financial Institutions Division, Ministry of Finance & Director (Addl. Charge), Bangladesh Insurance Academy. Dr. Hasina Sheikh, Professor, Dept. of Banking & Insurance, University of Dhaka was present as resource person.



A view of the certificate giving ceremony of 'Bancassurance' training course for City Bank PLC at Bangladesh Insurance Academy, Dhaka. Mr. Mohammad Zainul Bari, Chairman of Insurance Development and Regulatory Authority was present as the chief guest in the certificate giving ceremony. Mr. Amal Krishna Mondal, Additional Secretary, Financial Institutions Division, Ministry of Finance was present as special guest. Mr. Md. Zahid Hossain, Joint Secretary, Financial Institutions Division, Ministry of Finance and Director (Addl. Charge) Bangladesh Insurance Academy presided over the program. Mr. S.M. Ibrahim Hossain, ACII, Chief Faculty Member, Bangladesh Insurance Academy was present as the Course Director.



Bangladesh Insurance Academy

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