



THE MALAYSIAN INSURANCE INSTITUTE

(Company No. 35445-H)
No. 5, Jalan Sri Semantan 1,
Damansara Heights,
50490 Kuala Lumpur, Malaysia
P.O. Box 11798
50758 Kuala Lumpur

General Line : +603-2087 8882
Customer Service : +603-2087 8883
Fax Line : +603-2093 7885
Email : customercare@mii.org.my

PROCEDURES FOR REQUEST OF DUPLICATE / REPLACEMENT OF CERTIFICATE

1. To complete and sign the “Declaration of Loss of Certificate” form (attached below).

2. To make payment via the following mode :

- i. Cash (only at MII customer service counter)
- ii. Bank Draft in favour of “**The Malaysian Insurance Institute**”
- iii. Direct bank-in to our RHB bank account no. 2-64160-0000467-0

Copy of receipt/bank draft slip/bank-in slip must be attached together with the “Declaration of Loss of Certificate form.

Please refer to the Appendix 1 for fee charges and mode of receiving the duplicate/replacement certificate.

3. To photocopy (both sides) of your Identity Card (IC).

4. To submit (item 1, 2 & 3) to the following :

- i. Walk in to the MII customer service counter or;
- ii. Send via email to customercare@mii.org.my or;
- iii. Send via mail or courier to MII attention to :
Registry, Examinations and Course Management Centre

5. The duplicate/replacement certificate will be ready within one (1) to two (2) weeks from the date we receive your application.

6. For PCEIA (Life) candidates who have passed the examination before 1993 (BELA) and wish to get a copy of the certificate, please contact LIAM at the following address below:

LIFE INSURANCE ASSOCIATION OF MALAYSIA (LIAM)
No. 4, Lorong Medan Tuanku 1,
Medan Tuanku,
50300 Kuala Lumpur

Tel No.: 03-26916168



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DECLARATION OF LOSS OF CERTIFICATE FORM

Name :	
Address :	
Contact No :	
Identity Card No :	

Certificate Name	(√)
MII Pre Contract Examination for Insurance Agents (PCEIA-Life)	
MII Pre Contract Examination for Insurance Agents (PCEIA-General)	
MII Takaful Basic Examination (TBE)	
MII Certificate Examination in Investment-Linked Life Insurance (CEILLI)	
MII Basic Agency Management Course (BAMC)	
Basic Certificate Course in Insurance and Takaful Broking (BCCITB) / (BCCIB)	
Basic Certificate Course in Loss Adjusting (BCCILA)	
Associateship of The Malaysian Insurance Institute (AMII)	
Diploma of The Malaysian Insurance Institute (DMII)	
Certificate of MII-Insurance (CMII)	
Others <i>(to indicate the certificate name)</i>	
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I, DO SOLEMNLY AND SINCERELY DECLARE that I have lost my original certificate /
*(any other reason)*.

Therefore, I am requesting for a replacement/duplicate of the certificate as indicated above.

Signature :

Date :

APPENDIX 1 – FEE CHARGES

FEE	Base (RM)	SALES & SERVICE TAX (SST) IMPACT	
		SST (6%)	Fee with SST (RM)
DUPLICATE / REPLACEMENT OF CERTIFICATE	(fee per certificate)		
PCEIA / TBE / CEILLI / BAMC / BCCILA / BCCITB			
- By courier - Semenanjung	32.00	No SST	32.00
- By courier - Sabah / Sarawak	37.00	No SST	37.00
- Over the counter at MII or MII City Centre	25.00	No SST	25.00
CMII / DMII / AMII L1 / AMII / AMII L2			
- By courier - Semenanjung	64.00	No SST	64.00
- By courier - Sabah / Sarawak	70.00	No SST	70.00
- Over the counter at MII or MII City Centre	55.00	No SST	55.00