

2/F RBAP Building, Andres Soriano Jr. Avenue corner Arzobispo St., Intramuros, Manila Telephone Nos.. 527-2972 ● 527-2968 ● Telefax Nos.. 527-2980 ● 527-2969 training@rbap.org - www.rbap.org

Basic Microinsurance Training Course

Date: March 27-28, 2014 (Thursday-Friday) **Venue:** RBAP, Intramuros, Manila **Time:** 8:00am to 5:00pm

Course Description:

This training aims to enhance the capacity of rural banks to serve as effective access points for microinsurance services for its low-income clients. It is also designed to ensure bank compliance with the following regulations:

- BSP Circular 683-2010: Marketing, Sale and Servicing of Microinsurance Products
- Joint IC-CDA-SEC Memo Circular 1-2010: Defining Government's Policy on Informal Microinsurance Services
- Insurance Commission Memo Circular 1-2010: Regulations for the Provision of Microinsurance Products and Services (i.e. Institutional MI Agents)

Seminar Fee:

- **1. Early bird** Php 3,600 (on or before March 14, 2014)
- **2. Regular Rate Php 3,800** (after March 14, 2014)
- 3. Non-Member of RBAP Php 4,560

Mode of Payment

- ✓ Bank account (LBP Intramuros Branch Savings Account Number 0012-1046-26).
- ✓ Proof of payment fax to (02) 527-2980.
- ✓ Check payments, should be payable to (RBRDFI).
- * Deadline for submission of registration is not later than March 24, 2014.

- Reserve your training slot with RBAP-RBRDFI.
 Once reservation is confirmed by RBAP RBRDFI, you may deposit the Registration Fees,
 book ticket (airline) and accommodation.
 - Once training is FULL, RBAP-RBRDFI has the right to refuse participation or reimbursement on any damage brought by unconfirmed reservations.
- 2. Reservation via telephone is accepted. However, nomination forms and registration fees must be settled 10 days prior the seminar. Otherwise, reservation is considered cancelled.
- Cancellation Policy: This will apply to nonsubsidized training fee.
 - a. 10 days prior the seminar date is entitled for a full refund. *Regular Rate only
 - b. 3 days prior to the seminar date is entitled for a half refund * Regular Rate only
 - c. Participants who have paid but failed to show up for the seminar will only be entitled to a rebate of 50% of the total registration fee. (Regular Rate only)
 - d. For special cases (health, accident etc.), kindly coordinate with RBRDFI staff for refund procedures and requirements.

Seminar Methodologies:

Cases, Small and Big Group Discussions, Business Games, Lectures

Expected Participants:

Bank Heads/Managers, Compliance Officers, Marketing Staff/Officers, Business Development Officers, Microfinance Supervisors, Loans Officers/Supervisors, Account Officers

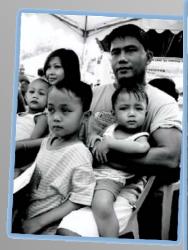
* We wish to reiterate the value of assigning two (2) or more participants from each bank, one of whom should be a permanent staff, able to serve as microinsurance soliciting officer or point person of his/her respective bank.

Training Policies:













Microinsurance Basic Training Course

Objectives

Participants should be able to ...

- 1. Identify the basic concepts and principles of insurance and microinsurance
- 2. Outline important standards and practices for effective microinsurance marketing and servicing
- 3. Define the microinsurance policy and regulations relevant to compliance by rural banks
- 4. Develop an action plan that would ensure microinsurance regulatory compliance by their bank and respective institution

Training Agenda

Day 1 March 27, 2014 (Thursday)

8:00 - 8:30	Registration				
8:30 - 8:45	Introduction & Clarification of Agenda				
8:45 - 9:00	Brief Diagnostic Quiz				
9:00 - 12:00	Module 1 – Microinsurance Basics (Part A)				
	Financial risks experienced by low-income households				
	➤ Household Risk Coping Mechanisms				
	o Credit, Savings and Insurance: How are they different?				
	Fundamentals of Insurance and Microinsurance				
	o Key Principles & Concepts of Insurance				
	o Insurable Events				
	o Target Clients of Microinsurance				
	o Individual vs. Group insurance				
	o Types of Insurance Products				
	Key Microinsurance Products				
1:00 - 5:00	Module 1 – Microinsurance Basics (Part B)				
	➤ Differences and Similarities of Conventional Insurance & Microinsurance				
	Risks in Providing Microinsurance				
5:00 - 5:30	Review of Learnings				

Day 2 March 28, 2014 (Friday)

8:30 - 9:00	Recap and Review of agenda for Day 2				
9:00 - 11:00	Module 2 – Microinsurance in the Philippines				
	Roadmap of Microinsurance Service Enhancement				
	Microinsurance Regulations: Ensuring regulatory compliance by rural banks				
	Duties and responsibilities of Insurance companies and Agents				
	➤ Ethical Standards of Practice & Possible grounds for License Revocation				
11:00 - 12:00	Activity: Developing an Action Plan towards MI regulatory compliance				
1:00 - 3:00	Module 3 – Effective Marketing of Microinsurance				
	Addressing common misconceptions about insurance				
	Compulsory versus Voluntary MI				
	Developing an effective feedbacking system to ensure client appreciation				
	Ensuring service quality and consumer protection				
3:00 - 3:30	Post-training review				
3:30 - 4:30	Written exam				
4:30 - 5:00	Presentation of Certificates of Completion				

CONFIRMATION SHEET

I.	 Course Title: Venue: RBAP Conference Hall, Intramuros, Manila Schedule: March 27-28, 2014, 8:00 am – 5:00 pm 					
	(To be cor	mpleted by the Head of Instit	tution or Authorized Representati	ve)		
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we are s	sending the following p		DESIGNATION	NICKNAME		
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	Printed Name a	nd Signature	 Date			

- Payments can be remitted to Rural Bankers Research and Development Foundation, Inc. (Land Bank of the Philippines

 Intramuros Branch Savings Account Number 0012-1046-26).

 Payments may also be remitted via G-cash no. (0917) 870-2550.
- Proof of payment: to be submitted via facsimile no. (02) 527-2980 for verification. Please indicate the name of your bank and the training that you are attending.