

Notification of the Office of Insurance Commission
on
Prescribed Courses and Methods
for
Life Insurance for Agent and Broker Applicants for License Issuance and
Renewal
B. E. 2552 (No. 2)

By virtue of section 70 and 77 of the Life Insurance Act B. E. 2535 as Amended by the Life Insurance Act (No. 2) B. E. 2551, the Office of Insurance Commission hereby promulgates the following:

Clause 1 This notification is referred to as the “Notification of the Office of Insurance Commission on Prescribed Courses and Methods for Life Insurance for Agent and Broker Applicants for License Issuance and Renewal B. E. 2551 (No. 2)”

Clause 2 This notification shall come into effect the next contiguous date from the date of its promulgation.

Clause 3 In this notification

“Office” means, the Office of Insurance Commission

“Training Institution” means, Thai Institution of Insurance, Institutions of Higher Education, Association of Life Insurance Agents, Thai Life Insurance Association, Association of Life Insurance Brokers of Thailand, Life Insurance Company, including institutions and organizations approved by the Office of Insurance Commission.

Clause 4 The following shall be included as part of the Notification of the Office of Insurance Commission on Prescribed Courses and Methods for Life Insurance for Agent and Broker Applicants for License Issuance and Renewal B. E. 2551.

Chapter No. 2/1
Training Methods

Clause 8/1 The Training Institution shall abide by the following regulations:

1) Announce the schedule for receiving applicants for training in a well disclosed place or via a public relations medium, other channels, or via its own website.

2) Receive applicants for training by instructing such applicants to fill out an application form, indicating the course desired, as well as attaching a copy of his citizen’s ID card, or copy of a life insurance agent or broker license (in case of renewing life insurance agent or broker license).

3) Inspect the qualification of the applicant, requiring the disclosure of the correct and complete set of courses as prescribed for such qualifications for requesting a license issuance or renewal for life insurance agent or broker license. Such

inspection shall be done via the website of the Office of Insurance Commission:
<http://eservice.oic.or.th/eService/Search/Broker/ersonAllow.aspx>

4) Announce the list of names of eligible applicants for training in a well disclosed place or via the Training Institution's own website at least three days before the date of initiation of the training.

5) Send applicant information to the Office of Insurance Commission via the virtual network (VPN) prior to the initial training date by at least three days, details as follows:

- (1) Name of the Training Institution
- (2) Training Institution's code
- (3) Name-Surname and citizen's ID card no. of the applicant
- (4) Type of license and license no. (case of renewal)
- (5) Course name
- (6) Date of training
- (7) Training venue

6) The Training Institution must provide training according the prescribed courses. It must also manage the schedule by ensuring the trainees attend the courses on time at their respective venues. It must make sure that trainees sign-in during both the morning session and the afternoon session, while also ensuring that trainees sign-in by themselves. Any trainee reaching the training venue later than the scheduled time by at least thirty minutes, such trainee shall lose his privilege to train.

7) The trainers (i.e. lecturers, etc.) must be approved by the Office, with their names listed in the training plan under their respective categories.

8) The Training Institution must provide training manuals approved by the Office to the trainees.

9) The Training Institution must ensure that trainees fill out the training lecturer survey at the end of the training course.

10) The Training Institution must send all applicants' complete information to the Office via the virtual network (VPN) within three days from the date on which the training course ends, details of submission as follows:

- (1) Name of the Training Institution
- (2) Training Institution's code
- (3) Name-Surname and citizen's ID card no. of the applicant
- (4) Type of license and license no. (case of renewal)
- (5) Course name
- (6) Date of issuance of letter certifying receipt of training

11) Where the Training Institution receives all applicants for training in according to the training plan approved by the Office of Insurance Commission, but the training schedule is delayed or training by the such institution is cancelled; such Training Institution must appoint a new Training Institution to fulfill its training responsibilities.

Clause 8/2 The Training Institution must keep all evidence from the applicants, including, application slips, training documents, applicant information, training evaluation forms. It must also provide a summary of the training results for all training courses run in two year intervals to the Office, pending request for such by the Office.

Clause 8/3 The Office may invalidate its approval of a Training Institution if it appears to it that the Training Institution:

- (1) violates or fails to abide by regulation and procedures regarding the designation or design of training courses, and prescribed methods of training concerning life insurance designated for persons requesting the issuance or renewal of life insurance agent or broker license as approved by Office.
- (2) illegally issues a letter certifying the receipt of training

Promulgated on this day, the 5th of June B. E. 2551

(Mrs. Chantra Purnariksha)
Secretary General
Insurance Commission
