



2024 AIA Elite Academy Elite Lite Rules & Regulations Form


ELITE LITE APPLICATION & COMMENCEMENT

| | | |
|--------------------------|----------------------|---|
| Entry Requirement | Age | 20 to 50 years old |
| | Qualification | Minimum SPM holder and above. |
| | Performance | <ol style="list-style-type: none"> 1. Elite Lite must capture minimum AFYC RM 300 & 1 case in M0 or M1 to be activated. <ul style="list-style-type: none"> • M0 refers to the New Recruit’s coded month. • M1 refers to the New Recruit’s subsequent month after the coded month. 2. Elite Lite will be withdrawn and become Standard Life Planner if fail to capture required AFYC within M0 or M1. |
| | Others | Life Planners who are re-contracted with AIA less than 5 years from their last Termination Date is not eligible to participate as Elite Lite. |

| | |
|----------------------------------|---|
| Application and Selection | <ul style="list-style-type: none"> • Submission of Elite Lite application using AIA Recruiter by selecting “ELITE LITE”. • Submission of Standard Agent (SA) application via AIA Recruiter is NOT ALLOWED to enroll into Elite Lite. • Agent’s appointment is subject to successful completion of all pre-coding assessments, due diligence screening and may be withdrawn or terminated at any time if the screening result reveals that agent has misrepresented and/or fail to disclose the information required in agent’s application and/or there are grounds to doubt his/her personal integrity, probity or suitability for appointment or continued engagement as AIA life planner. • Applicant must pass all assessments, background screenings including spouse’s basic industry background check. |
|----------------------------------|---|

| Commencement Month for New Elite Lite | <ol style="list-style-type: none"> 1. Commencement Month (M1) will be set on 1st day of the month once Elite Lite is activated. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: red; color: white;"> <th style="width: 15%;">Candidate</th> <th style="width: 15%;">Coded Month</th> <th style="width: 15%;">M0</th> <th style="width: 15%;">M1</th> <th style="width: 15%;">Captured Min. RM 300 AFYC (Activated)</th> <th style="width: 20%;">Elite Lite Commencement Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A</td> <td style="text-align: center;">Jan</td> <td style="text-align: center;">Jan</td> <td style="text-align: center;">Feb</td> <td style="text-align: center;">Yes; Jan</td> <td style="text-align: center;">Jan (M1)</td> </tr> <tr> <td style="text-align: center;">B</td> <td style="text-align: center;">Jan</td> <td style="text-align: center;">Jan</td> <td style="text-align: center;">Feb</td> <td style="text-align: center;">Yes; Feb</td> <td style="text-align: center;">Feb (M1)</td> </tr> <tr> <td style="text-align: center;">C</td> <td style="text-align: center;">Jan</td> <td style="text-align: center;">Jan</td> <td style="text-align: center;">Feb</td> <td style="text-align: center;">No; Jan & Feb</td> <td style="text-align: center;">Withdraw from Elite Lite to Standard Life Planner</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;"><i>Illustration 1</i></p> | Candidate | Coded Month | M0 | M1 | Captured Min. RM 300 AFYC (Activated) | Elite Lite Commencement Date | A | Jan | Jan | Feb | Yes; Jan | Jan (M1) | B | Jan | Jan | Feb | Yes; Feb | Feb (M1) | C | Jan | Jan | Feb | No; Jan & Feb | Withdraw from Elite Lite to Standard Life Planner |
|--|---|-----------|-------------|---------------------------------------|---|---------------------------------------|------------------------------|---|-----|-----|-----|----------|----------|---|-----|-----|-----|----------|----------|---|-----|-----|-----|---------------|---|
| Candidate | Coded Month | M0 | M1 | Captured Min. RM 300 AFYC (Activated) | Elite Lite Commencement Date | | | | | | | | | | | | | | | | | | | | |
| A | Jan | Jan | Feb | Yes; Jan | Jan (M1) | | | | | | | | | | | | | | | | | | | | |
| B | Jan | Jan | Feb | Yes; Feb | Feb (M1) | | | | | | | | | | | | | | | | | | | | |
| C | Jan | Jan | Feb | No; Jan & Feb | Withdraw from Elite Lite to Standard Life Planner | | | | | | | | | | | | | | | | | | | | |



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ELITE LITE BONUS VALIDATION REQUIREMENTS

Elite Lite Monthly & Quarterly Bonuses

The requirements for the 2024 AIA Elite Academy Elite Lite Bonus are described in *Table 1*.

| Monthly Requirements | | Monthly Bonus | |
|---|-------|-------------------|-------------------|
| Annualized First Year Commission (AFYC) | Cases | 1 - 6th Month | 7 - 12th Month |
| 5,000 | 2 | 3,500 | 2,500 |
| 4,000 | | 2,800 | 2,000 |
| 3,000 | | 2,100 | 1,500 |
| 2,000 | | 1,400 | 1000 |
| 1,000 | | 700 | 500 |
| Quarterly Requirements | | Quarterly Bonus | |
| Annualized First Year Commission (AFYC) | Cases | 1st & 2nd Quarter | 3rd & 4th Quarter |
| 15,000 | 6 | 10,500 | 7,500 |
| 12,000 | | 8,400 | 6,000 |
| 9,000 | | 6,300 | 4,500 |
| 6,000 | | 4,200 | 3,000 |
| 3,000 | | 2,100 | 1,500 |

Table 1

Bonus Validation Requirements

Elite Lite Monthly/ Quarterly Bonus payout terms and conditions as per *Table 2*:

| No | Bonus Validation Requirements | Definition |
|----|---|--|
| 1 | AFYC | Required Annualize First Year Commission (AFYC) generated within the month/ quarter. |
| 2 | Number of Cases | Required number of cases captured within the month/ quarter. |
| 3 | Persistency Rate (PR) | Achieve min. D0 90% and D1 85% if available, cut off as of 15th of the following month. |
| 4 | Training & Supervision (T&S) | Completion of mandatory monthly T&S within the month, inclusive of any assessment required. |
| 5 | Vitality Status (For Quarterly Catch-Up only) | Elite Lite is required to achieve Vitality membership Silver status for Quarterly Bonus catch-up validation within M7 to M12 . |

Table 2



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| AFYC | <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;">Line of Business</th> <th style="width: 25%;">AIA Elite Academy AFYC count</th> <th style="width: 25%;">Annualized First Year Commission count</th> <th style="width: 15%;">Case Count</th> <th style="width: 20%;">PR validation</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Life</td> <td>Life</td> <td rowspan="4">YES</td> <td>YES</td> <td>YES</td> </tr> <tr> <td>Takaful</td> <td>YES</td> <td>NO</td> </tr> <tr> <td rowspan="2">Non-Life</td> <td>Corporate Solution</td> <td>NO</td> <td>NO</td> </tr> <tr> <td>Personal Accident</td> <td></td> <td></td> </tr> </tbody> </table> <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;"> <p style="text-align: center; margin: 0;">Annualized First Year Commission Count (AFYC)</p> <ul style="list-style-type: none"> Annualized First Year Commission (AFYC) is referring to annualized fixed commission + BSC Commissions generated from all Conventional Life, Takaful, Personal Accident and Corporate Solution product. The aggregated amount of Corporate Solution AFYC is capped at maximum 30%. </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 15%; padding: 2px;">Exclude</td> <td style="padding: 2px;">Single Premium policies, A-Plus Signature Saver, A-Plus Saver, Schedule Top-Up/Ad-hoc Top-Up, Single Travel PA, PRS, Mortgage and its Family Takaful equivalents.</td> </tr> </table> | Line of Business | AIA Elite Academy AFYC count | Annualized First Year Commission count | Case Count | PR validation | Life | Life | YES | YES | YES | Takaful | YES | NO | Non-Life | Corporate Solution | NO | NO | Personal Accident | | | Exclude | Single Premium policies, A-Plus Signature Saver, A-Plus Saver, Schedule Top-Up/Ad-hoc Top-Up, Single Travel PA , PRS, Mortgage and its Family Takaful equivalents. |
|--|---|--|------------------------------|--|------------|---------------|------|------|-----|-----|-----|---------|-----|----|----------|--------------------|----|----|-------------------|--|--|----------------|---|
| Line of Business | AIA Elite Academy AFYC count | Annualized First Year Commission count | Case Count | PR validation | | | | | | | | | | | | | | | | | | | |
| Life | Life | YES | YES | YES | | | | | | | | | | | | | | | | | | | |
| | Takaful | | YES | NO | | | | | | | | | | | | | | | | | | | |
| Non-Life | Corporate Solution | | NO | NO | | | | | | | | | | | | | | | | | | | |
| | Personal Accident | | | | | | | | | | | | | | | | | | | | | | |
| Exclude | Single Premium policies, A-Plus Signature Saver, A-Plus Saver, Schedule Top-Up/Ad-hoc Top-Up, Single Travel PA , PRS, Mortgage and its Family Takaful equivalents. | | | | | | | | | | | | | | | | | | | | | | |
| Quarterly Bonus Validation Requirements | <ol style="list-style-type: none"> 1. Quarterly Bonus catch-up is applicable, provided Elite Lite meet minimum 1 case captured per month in any 2 months within a quarter. 2. Elite Lite is required to achieve Vitality membership Silver status for Quarterly Bonus catch-up within M7 to M12. 3. Bonus payment made at the end of the quarter will be the “Quarterly Accumulated Bonus” minus “Total Monthly Bonus” received in the same quarter. Should the Elite Lite achieve higher accumulated monthly bonus by the end of the quarter, the accumulated monthly bonus will be paid. | | | | | | | | | | | | | | | | | | | | | | |



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ELITE LITE MANDATORY TRAINING
Training & Supervision Requirement

All Elite Lite are required to attend mandatory AIA Elite Academy training according to program period.

- Total duration of required Training & Supervision is up to 12 months.
- Training program and dates are subject to change depending on circumstances.

Elite Lite Training & Supervision Plan as per Table 3:-

| Training Intake Month | M1 | M2 | M3 | M4 | M5 | M6 | M7 | M8 | M9 | M10 | M11 | M12 |
|-----------------------|--|----|---------------------------------|----|----|----|----|----|----|-----|-----|-----|
| Training | MVP 1 & MVP 2 | | 1 Jump Start Training Per Month | | | | | | | | | |
| Supervision | Monthly Sales Activity Review with Leaders | | | | | | | | | | | |

Table 3

- Elite Lite is required to at least complete MVP 1 or MVP 2 by M2.
- Elite Lite who failed to attend both MVP 1 & 2 by Month 3 (M3) will be withdrawn from Elite Lite program in Month 4 (M4).**

Notes:

Elite Lite is required to self-register the following programs via iLearnX as below:

- My Venture Point 1 (MVP 1) & My Venture Point 2 (MVP 2) is a 1-day physical training.
- Jump Start Training is a 2-hour virtual session.

Monthly Sales Activity Review with Leaders

- Direct leader must perform Monthly Sales Activity Review with the recruited 2024 Elite Lite and key in the Monthly Sales Activity Coaching Log.
 - Click here to key in Monthly Sales Activity Coaching Log: <https://forms.office.com/r/7HpnvMSgDB>
- Monthly Sales Activity Coaching Log must be submitted monthly for each recruited 2024 Elite Lite by 30th of the month, except for the month of February (to be submitted by 28th February) upon completion.
 - Any submission after 30th of the month will be treated as late submission and will not be validated.
 - Any wrongly keyed in Elite Lite code will not be validated.
- Late or missed submission of the Coaching Log will result in forfeiture of that month's bonus amount towards 2024 Elite Lite.

ELITE LITE RETENTION REQUIREMENTS
Elite Lite Retention

- Retention requirements:
 - Must stay ACTIVE (Elite Lite must meet minimum 1 case captured, AFYC RM 300 per month) in any 2 months within a quarter.**
 - Must capture minimum ONE new Life/ Takaful insurance policy/ certificate sold to existing or new Vitality member within a single quarter.**
- Retention will validate quarterly in Month 3 (M3), Month 6 (M6) and Month 9 (M9) of the program.
- Elite Lite will be withdrawn from Elite Lite program and remain as Standard Life Planner if fail to meet Retention validation requirement.
- Participants who are terminated from AIA for any reason will be withdrawn from Elite Lite program automatically. Once a participant has withdrawn from the Elite Lite program, he/she will not be allowed to rejoin the program.



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| ELITE LITE BONUS PAYOUT | |
|--|--|
| Monthly/ Quarterly bonus payout | <ol style="list-style-type: none"> 1. Bonus will be made on 7th of the following month after each month’s validation exercise via GIRO process and only 1 payout per month (receiving within 7th + 2 days). No advance payout will be made if requirements are met earlier. 2. All cases and AFYC are for approved and in-force cases only, captured by the last date of the validation month. ROP/ ROC cases will not be counted for any validation. 3. Monthly/ Quarterly catch-up bonus payout will be forfeited if the Elite Lite does not meet all bonus validation requirements. 4. Cases that fall under CFI, Surrender, Lapse and ROP may cause commission and case count deduction. 5. Must always meet PR during bonus pay out. 6. Elite Lite who have converted to Elite Pro I & II at any point of time in the first 6 months after their Elite Lite commencement will no longer be eligible to receive Elite Lite bonus starting from their Elite Pro commencement date onwards. |
| CFI, Lapse and ROP | <ol style="list-style-type: none"> 1. CFI = Cancelled From Inception, ROP = Replacement of Policy and ROC = Replacement of Certificate. 2. If policy/ certificate sold earlier and subsequently classified as ROP/ ROC or CFI, Elite Lite must replace the policy for validation and bonus payout. Only successful released ROP/ ROC will be counted for commission & number of cases on the ROP/ ROC release month. 3. For lapsed cases, every effort should be made to immediately reinstate the policy/certificate. |
| Important Governance | <ul style="list-style-type: none"> • Client Phone Number: All new AIA Elite Academy Life Planner policies/ certificates must include a valid phone number. Cases found with life planner’s own phone number (unless it is their own policy/ certificate or familymembers’ policy/ certificate) will not be recognized as a case count and AFYC. • Elite Lite will be terminated if fraud/ misconduct is detected, and all policies serviced by the terminated Life Planner will be transferred under Company Direct (i.e. AIA) and will NOT be assigned to any Life Planners. • The company reserves the right to claw back 100% of total bonus pay out from the Elite Lite and take legal action against the Elite Lite and Leaders to recover all losses paid if fraud/ misconduct is detected. • In the event if the Elite Lite is contracted and licensed as insurance agent or leader with other insurance company within 12 months from the resignation/withdrawn/graduated/termination date of AIA Elite Academy program, 100% of total bonus pay out from AIA Elite Academy will be clawed back. The total bonus clawed back are inclusive of all relevant contests launched for AIA Elite Academy. • The company reserves the right to take legal action against the Elite Lite to recover all outstanding debit balance owed to the company. |



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ELITE LITE INCENTIVES & REWARDS

Elite Lite Achievement Bonus

One-time bonus pay out to Elite Lite meeting Elite Lite Achievement Bonus requirements described as *Table 4*:-

| REQUIREMENT | One-time Bonus |
|--|----------------|
| Achieve 2024 Life Advisor Requirements | RM 6,000 |

Table 4

1. Elite Lite must achieve the requirements within **rolling Month 1 to Month 12** from Elite Lite commencement month.
2. Elite Lite Achievement Bonus will be paid in **Month 18**.
3. Elite Lite must meet Life advisor PR requirements, within the validation period, and **MUST BE MAINTAINED** up to the reward payment point.
4. Elite Lite must maintain as an in-force AIA Life Planner with AIA Bhd. during the entirety of bonus validation and pay out.
5. Elite Lite whom withdrawn or been terminated from Elite Lite program is not eligible.
6. Elite Lite whom converted to Elite Pro I & II program is not eligible.
7. Refer **Life Advisor Rules & Regulations** for more details.

ELITE PRO I & II CONVERSION

Conversion Application and Requirements

Conversion Requirements and Validation

1. The Performance requirements for the 2024 AIA Elite Academy Elite Pro I & II Conversion are described in *Table 5*.

| Conversion Criteria | Conversion Requirements | |
|-----------------------|--|---------------------------|
| | Elite Pro I | Elite Pro II |
| AFYC and Cases* | AFYC RM 9,000 + 12 cases | AFYC 19,500 + 12 cases |
| Persistency Rate (PR) | D0 90% and D1 85%, if available | |
| Validation period | Coded month (M0) + first 6 months (Within rolling past 3 months AFYC) | |

**Only Individual Life Policies and Takaful Certificates will be counted.*

1. Applicable to Elite Lite only
2. There is no change in Elite Pro entry requirements. Must fulfill all Elite Pro entry requirements (Refer to "2024 AIA Elite Academy Elite Pro I & II New Application/ Conversion Rules & Regulations Form") except education background.
3. Income requirement is exempted for fresh graduates.
4. Assessment requirement for SPM holder. Elite Lite must complete one of the programs as below before Elite Pro conversion application.
 - I. FPAM Prior Learning Recognition Assessment (PLRA), OR
 - II. FPAM M2 PITO Program, OR
 - III. MFPC PITA RFP Module 2, OR
 - IV. MII eRFP Module 2.
5. Conversion approval is subject to the fulfilment of:
 - i. Meeting all conversion requirements
 - ii. Submission of complete documents
 - iii. Passing of conversion panel interview
 - iv. Upon fulfilment of all the above, Elite Pro I & II shall commence in the following month (1st day of the month).
6. In the event the Elite Pro meets the bonus validation requirements in the approved month, the commencement month will be on the same month.

Table 5



2024 AIA Elite Academy Elite Lite Rules & Regulations Form



| | |
|--|---|
| | <p><u>Elite Pro I & II Conversion Application Process Flow:</u></p> <ul style="list-style-type: none">• Complete and submit “2024 AIA Elite Academy Elite Pro I & II New Application/ Conversion Rules & Regulations Form” to Agency Strategic Development Team upon meeting the requirements.• Mandatory documents (Refer to “2024 AIA Elite Academy Elite Pro I & II New Application/ Conversion Rules & Regulations Form”) must be presented by applicant during Panel Interview.• Email notification will be sent out to successful applicants and direct leader. |
| <p>Commencement Month For New Elite Pro</p> | <p><u>Commencement for Conversion</u></p> <ul style="list-style-type: none">• Elite Pro Program will commence on the 1st day of the immediate month (M1) after applicant is coded (M0).• In the event the Elite Pro meets Monthly bonus validation requirements in the coded month (M0), the commencement month will be on the same month (M0). |



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Important Terms:

1. Elite Lite must remain in the AIA Elite Academy for any bonuses to be paid out.
2. No appeal will be entertained.
3. If there is any breach of “AIA Elite Academy” rules and regulations including of the Company’s Market Conduct Guidelines currently in-force and or as issued by the company from time to time, termination of Life Planner from AIA Elite Academy is at the discretion of the company.
4. The Company reserves the absolute right to change or modify the Rules and Regulations as stated above or discontinue this program with notification to the agency force.
5. In the event of any dispute, the Company’s decision is final.
6. While every effort is made to ensure the accuracy of the contents of this document; in the unlikely event of any error and/or omission (typographical or otherwise), the Company reserves the absolute right to amend, withdraw and reissue an amended version, whereby the previous version shall be rendered null and void.

I hereby declare that all information provided herein are genuine and I have read and understood the contents of AIA Elite Academy Elite Lite Rules & Regulations as stated above and agree to be bound by it.

Agree and Sign by:

Witness by Agency Leader:

Endorse by Agency Business /Agency Strategic Development Team:

Signature of Applicant

Signature of Agency Leader

Signature

Signature

Name of Applicant

Name of Agency Leader

Name

Name

NRIC

Agency Name

Date

Date

Agent Code



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AIA Vitality Membership for AIA Elite Academy Life Planners

The AIA Vitality membership will be given to you free of charge as part of the AIA Elite Academy program. You will be enrolled as an AIA Vitality member under the following conditions:

1. Your AIA Vitality membership will begin from the 1st of the next month after you are contracted as a AIA Elite Academy Life Planner.
2. Your membership will be provided free for one (1) year.
3. Your membership will be terminated after one year, or when you are terminated or withdrawn from the AIA Elite Academy program due to whatever reason, whichever occurs first. You may continue the AIA Vitality membership following the eligibility criteria of a Normal Life Planner or customer.

By signing the AIA Elite Academy program agreement, I give my consent to AIA Bhd/ AIA PUBLIC Takaful Bhd. to enroll me as a member of AIA Vitality and agree with the following Terms & Conditions:

1. That any personal information collected or held by AIA Health Services, AHS (whether contained in this application or otherwise obtained) may be held, used and disclosed by AHS to individuals/ organizations related to and associated with AHS or any selected third party (within or outside of Malaysia) for the purpose of processing this application and providing subsequent service for this and other financial products and service related to AIA Vitality and to communicate with me for such purposes. I understand that I have a right to obtain access to and to request correction of any personal information held by AHS concerning me. Such request can be made to any of AIA's Customer Service Centre.
2. That any information regarding my health that I provided on the AIA Vitality member portal will not be used by AIA for my insurance/Takaful application as AIA's underwriting and claims department is not privy to such information. I understand that any health, medical or other information that may affect the risk or coverage under any of my insurance/Takaful application must be separately disclosed and provided to AIA as part of my insurance/Takaful application and I agree to do so.
3. I also understand that any subsequent disclosure that I made on the AIA Vitality member portal on my health, medical or other information that may affect the risk or coverage under any of my existing insurance/Takaful or new application are not accessible by AIA's underwriting or claims department.

I hereby declare that I have read and understood the contents of the Terms & Conditions as stated above and agree to be bound by it.

Signature of Applicant: _____

Name of Applicant: _____

Agent Code: _____

Agency Name: _____

I.C. Number: _____

Date: _____