
Memorandum

From: ALFRED TAN
CEO

To: ALL STAFFS

Date: 16/02/2017

C.c

Ref: MEMO/AT/2017/1/Feb

BASIC CERTIFICATE COURSE IN INSURANCE AND TAKAFUL BROKING (BCCITB)

The Management wish to inform that **with immediate effect**, all staffs that are required to attend the Basic Certificate Course in Insurance and Takaful Broking (BCCITB) conducted by The Malaysian Insurance Institute (MII) during probation are now subject to terms and conditions below:-

- 1) To attend the course and pass the examination in maximum three (3) attempts within twelve (12) months from the joining date.
- 2) Should the staff/s failed to comply with the above, the Management will not confirm your appointment and will terminate your contract of service immediately after the date of either one of the conditions above, whichever comes first or transfer you to a non-broking related department, subject to the discretion of the Management.

Note: The Company will bear the cost of your First BCCITB course only. All subsequent costs incurred will be borned by the employees.

Please take note that the Company view this matter very seriously.


ALFRED TAN
Chief Executive Officer