



AGENCY APPLICATION (ADDITIONAL NOMINEE)

To: Agency Department
AIG Asia Pacific Insurance Pte. Ltd.
AIG Building
78 Shenton Way #10-16
Singapore 079120

Date: _____

From: Full Name as per NRIC/Passport: _____

Corporate Agency Name (if applicable): _____

Checklist:

Kindly submit the following documents and relevant registration fee:

- 1) Agency Application (Additional Nominee) Form and GIAS Form B and C2, duly completed by each Nominee individually
- 2) A photocopy of the following result slips of your Nominee Agent(s)
 - CGI (old syllabus) or BCP and PGI and ComGI (new syllabus)#
 - HI, mandatory for selling of Health Insurance products
 - Highest educational certificates (min. 3 GCE 'O' level credit passes)
[Applicants without min. 3 GCE 'O' level credit passes may submit the Basic Competency Examination Certificate awarded by the Singapore College of Insurance (SCI)]
- # Exemption:
 - Under Grandfather's Clause: agents who only needed to attend the CGI course offered by SCI and were allowed to transact general insurance business prior to the implementation of the CGI examination, provided license is continuous
 - Qualifications in lieu of the CGI qualification set out at http://www.gia.org.sg/pdfs/training_exemptionList.pdf
- 3) 1 recent passport size colour photograph
- 4) GIAS Registration Fee (cheque payable to **AIG Asia Pacific Insurance Pte. Ltd.**):

Bank Name and Cheque No.: _____

No.	Registration For Additional Nominee (after approval of the agent/agency registration)	Amount*
1	3 or fewer nominees	<input type="checkbox"/> Individual Agent – S\$21.60 each <input type="checkbox"/> Corporate Agency – S\$21.60 each <input type="checkbox"/> Trade Specific Agent – S\$21.60 each
2	More than 3 nominees	<input type="checkbox"/> Individual Agent – S\$54.00 each <input type="checkbox"/> Corporate Agency – S\$54.00 each <input type="checkbox"/> Trade Specific Agent – S\$32.40 each

* If the application is **on or after 1 October of the calendar year**, 50% of the GIAS Registration Fee will be payable.



AGENCY APPLICATION (ADDITIONAL NOMINEE)

APPLICATION FOR NOMINEE AGENT

- To be completed by Nominee Agent

Important Note: Please answer **every** question below in full. If any of these questions do not apply to you, please write "NA". All information given in this application will be treated as **STRICTLY CONFIDENTIAL**.

AFFIX A
RECENT
PHOTO

(1) PERSONAL PARTICULARS (NOMINEE APPLICANT)

Full Name as per NRIC/Passport (Please <u>underline</u> surname)		Christian Name (if any)	
Telephone (Office)	Telephone (Residence)	Telephone (Mobile)	Mobile (for One Time Password)
Fax	Email Address		
NRIC / Passport No.	Marital Status (please circle) Single / Married / Divorced / Widowed	Emergency Contact Person Name: _____ Relationship: _____ Contact No.: _____	
GIAS Registration Number (if applicable)	Agent Type (please circle): General (Non-life) / Composite / Trade Specific If Composite , please state Life Insurance Company: _____ Agency Name (if applicable): _____ Unit & Agent Code (for AIA Agent only): _____		
Agency Status Full Time / Part Time	If Part Time, please state other occupation(s)		

(2) OTHER INFORMATION (NOMINEE APPLICANT)

(a) Previous Experience in Selling General Insurance? If yes, please provide name of insurer(s)	Yes / No
(b) Have you ever been terminated by any insurer previously? If yes, please state insurer(s) & reason(s)	Yes / No
(c) Have you previously represented AIG Asia Pacific Insurance Pte. Ltd.? If yes, please provide Agent Code & reason(s) for departure	Yes / No

(3) DECLARATION BY NOMINEE APPLICANT

I hereby declare that the information and statements given herein are true and correct and agree that they shall be the basis of the Agency Contract between the Company and myself.

By signing this form, I acknowledge and consent to the collection, use and/or disclosure of my personal data by AIG Asia Pacific Insurance Pte. Ltd. for the purpose of processing this application.

Signature of **Nominee Applicant**

Date



AGENCY APPLICATION (ADDITIONAL NOMINEE)

(4) INFORMATION OF MAIN AGENT WHOM NOMINEE IS ACTING FOR

(a) Name (as in NRIC/Passport or RCB listing)	(b) AIG Code (if applicable)
(c) GIAS Registration No.	(d) Telephone (Mobile)

(5) DECLARATION BY MAIN AGENT

I hereby declare that the information and statements given herein are true and correct and agree that they shall be the basis of the Agency Contract between the Company and myself.

By signing this form, I acknowledge and consent to the collection, use and/or disclosure of my personal data by AIG Asia Pacific Insurance Pte. Ltd. for the purpose of processing this application.

Signature of **Main Agent**

Date

Form B – Additional Nominee Agent

A. To be completed by Main Agent / Agency

Name of Main Agent / Agency: _____

NRIC / Business Reg No.: _____ GIAS Agent No.: _____

Email address: _____

Name of Principals Currently Representing:

1) Primary Principal: _____

2) Secondary Principal: _____

3) Secondary Principal: _____

Type of Agent (please tick one only):

General Agent

General & Life Agent

Trade Specific Agent

(Please complete Type of Trade)

Type of Trade (please tick one only):

Freight Forwarders

Maid Agencies

Motor Dealers

Travel Agents

Handphone Dealers

Electrical Protection

Maid Agencies +

Foreign Worker Agencies

Card Protection Insurance

Foreign Worker Agencies

Cheque Details (for payment of agent fees to Principal)

Bank name: _____ Cheque Date: _____

Cheque No.: _____ Amount: _____

B. Approval of New Principal

We agree to the addition of nominee agent request

We do not agree to the addition of nominee agent request

On the basis of due and diligent enquiry made on the background of the applicant named in this Form, and other information available, I believe the applicant to be fit and proper to perform the functions and duties of a nominee agent. I confirm the above request for an additional Nominee Agent.

Name of Insurance Company: AIG Asia Pacific Insurance Pte. Ltd.

Name and Position of Approving Officer*: Choong Wing King, Chief Agency Officer

Signature of Approving Officer*

Date

***Note: Approving Officer must meet the requirements of Regulation 1.5.2 of Appendix B1 of GIARR.**

Form B – Additional Nominee Agent

C. To be completed by Nominee Agent

If you would like to be registered and appointed as a Nominee Agent of the agent, please provide us with the following information: (Please attach additional copies of this page - Form B Pg 5, if there is more than 1 Nominee Agent).

PARTICULARS

Name: _____

NRIC / Passport No. : _____ Citizenship: _____

Date of Birth: _____ Gender: Male Female

Residential Address: _____

_____ (S) _____

OTHER DETAILS

Academic Qualification:

- 'O' level Tertiary Bachelor 'A' level
 University Others _____

Professional Qualification:

- CGI BCP PGI COMGI
 CGI Exempted Under Grandfathers' Clause Others _____

Current Position: _____ Part-time Full-time

Total Years of Experience: _____ Percentage of Revenue/Salary: _____ %

DETAILS OF EXPERIENCE

	Name of insurance companies/agencies/broking firms	Position Held	Date Joined	Date Left
1				
2				
3				

Note: The GIA will not be responsible for any misuse of the information by the parties concerned.

Form C2 – Declaration Form (Nominee Agent)

Important note:

- The form must be completed by the nominee agent.
- Please answer all questions.
- Please submit the completed form to your **Primary Principal**. Do not send this form to General Insurance Association of Singapore (GIA).
- The GIA will not be responsible for any misuse of the information by the parties concerned.
- If the nominee agent is also the sole proprietor of a corporate agent, the nominee agent only needs to complete Form C1, and does not need to complete this form.

Section A - About Yourself

- 1) Name of Nominee Agent: _____
- 2) NRIC/Passport/FIN: _____ GIAS Agent No.: _____
- 3) Name of Main Agent: _____
- 4) Principal Representation:
- Primary Principal : _____
- Secondary Principal 1 : _____
- Secondary Principal 2 : _____
- 5) Residential Address: _____
 _____ (S) _____
- 6) Email: _____ Contact: _____

Section B - Declaration

(*) Please delete as appropriate

1. Representation of Members of GIA	Yes	No
Have you:		
a) entered into an agency agreement or agreements over the last 12 months with any Member of GIA other than the ones that you have indicated in Section A-4 above?	<input type="checkbox"/>	<input type="checkbox"/>
b) ever been terminated by any Member of GIA?	<input type="checkbox"/>	<input type="checkbox"/>
c) been transacting general insurance business with any Member of GIA other than the ones you represent?	<input type="checkbox"/>	<input type="checkbox"/>
If you tick "Yes" to any of the above, please provide details below:		

Form C2 – Declaration Form (Nominee Agent)

2. Financial Soundness	Yes	No
Within the past 10 years, have you:		
a) Have you been or are you unable to fulfill any of your financial obligations, whether in Singapore or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
b) Have you entered into a compromise or a scheme of arrangement with creditors, or made an assignment for the benefit of your creditors, being a compromise, scheme of arrangement or assignment that is still in operation, whether in Singapore or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
c) Have you been or are you subject to any judgment debt against you which you have been unable to satisfy within 7 days from the date of the judgment, whether in Singapore or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
d) Are you an undischarged bankrupt or a person in respect of whom a bankruptcy proceeding is pending in Court, whether in Singapore or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
If you tick "Yes", please provide details below:		

3. Honesty, Integrity & Reputation	Yes	No
Within the past 10 years, have you:		
a) carried on business in any jurisdiction under any name other than the name stated in this application?	<input type="checkbox"/>	<input type="checkbox"/>
b) been refused the right or restricted in your right to carry on any trade, business or profession for which a specific license, registration or other authorisation is required by law in any jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
c) been issued a prohibition order under any Act administered by the Monetary Authority of Singapore or been prohibited from operating in any jurisdiction by any financial services regulatory authority?	<input type="checkbox"/>	<input type="checkbox"/>
d) been censured, disciplined, suspended or refused membership or registration by the Monetary Authority of Singapore, any other regulatory authority, an operator of a market or clearing facility, any professional body or government agency, whether in Singapore or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
e) been the subject of any investigations or disciplinary proceedings or been issued a warning or reprimand by the Monetary Authority of Singapore, any other regulatory authority, an operator of a market or clearing facility, any professional body or government agency, whether in Singapore or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>

Form C2 – Declaration Form (Nominee Agent)

3. Honesty, Integrity & Reputation	Yes	No
f) been the subject of any proceedings of a disciplinary or criminal nature or been notified of any potential proceedings or of any investigation which may lead to those proceedings, under any law in any jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
g) been convicted of any offence, served any term of imprisonment or is being subject to any pending proceedings which may lead to a conviction of any offence, under any law in any jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
h) had any judgment (including the finding of fraud, misrepresentation or dishonesty) given against you in any civil proceedings in Singapore or elsewhere, or been a party to any pending proceedings that may lead to such a judgment?	<input type="checkbox"/>	<input type="checkbox"/>
i) accepted civil liability for fraud or misrepresentation under any law in any jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
j) had any civil penalty enforcement action taken against you by the Monetary Authority of Singapore or any other regulatory authority under any law in any jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
k) contravened or abetted another person in breach of any laws or regulations, business rules or codes of conduct, whether in Singapore or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
l) been the subject of any complaint made reasonably and in good faith, relating to activities that are regulated by the Monetary Authority of Singapore or under any law in any jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
m) been refused a fidelity or surety bond, whether in Singapore or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
n) demonstrated an unwillingness to comply with any regulatory requirement or to uphold any professional and ethical standards, whether in Singapore or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
o) been untruthful or provided false or misleading information to Monetary Authority of Singapore or been uncooperative in any dealings with Monetary Authority of Singapore or any other regulatory authority in any jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
p) been or are you a director, partner, substantial shareholder or concerned in the management of a business that has been censured, disciplined, prosecuted or convicted of a criminal offence, or been the subject of any disciplinary or criminal investigation or proceeding, in Singapore or elsewhere, in relation to any matter that took place while you were a director, partner, substantial shareholder or concerned in the management of the business?	<input type="checkbox"/>	<input type="checkbox"/>

Form C2 – Declaration Form (Nominee Agent)

3. Honesty, Integrity & Reputation	Yes	No
q) been or are you a director, partner, substantial shareholder or concerned in the management of a business that has been suspended or refused membership or registration by the Monetary Authority of Singapore, any other regulatory authority, an operator of a market or clearing facility, any professional body or government agency, whether in Singapore or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
r) been a director, partner, substantial shareholder or concerned in the management of a business that has gone into insolvency, liquidation or administration during the period when, or within a period of one year after, you were a director, partner, substantial shareholder or concerned in the management of the business, whether in Singapore or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
s) been dismissed or asked to resign from office, employment, a position of trust, or a fiduciary appointment or similar position, whether in Singapore or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
t) been or are you subject to disciplinary proceedings by your current or former employer(s), whether in Singapore or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
u) been disqualified from acting as a director or disqualified from acting in any managerial capacity, whether in Singapore or elsewhere??	<input type="checkbox"/>	<input type="checkbox"/>
v) been an officer found liable for an offence committed by a body corporate as a result of the offence having proved to have been committed with the consent or connivance of, or neglect attributable to, the officer, whether in Singapore or elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
If you tick "Yes" to any of the above, please provide details below:		

4. Compliance	Yes	No	NA
Are you at all times in compliance with the:	<input type="checkbox"/>	<input type="checkbox"/>	
a) General Insurance Agents' Registration Regulations?	<input type="checkbox"/>	<input type="checkbox"/>	
b) Code of Practice for Agents (including keeping of proper accounting records)?	<input type="checkbox"/>	<input type="checkbox"/>	
c) The Personal Data Protection Act 2012 ("PDPA")?	<input type="checkbox"/>	<input type="checkbox"/>	
d) Have you implemented the best practices in the Data Loss Protection Guidelines for Insurance Agents?	<input type="checkbox"/>	<input type="checkbox"/>	

Form C2 – Declaration Form (Nominee Agent)

4. Compliance	Yes	No	NA
e) Are you a Singapore citizen or a Singapore Permanent Resident or a foreigner holding a valid Work Permit or Employment Pass issued by the Ministry of Manpower?	<input type="checkbox"/>	<input type="checkbox"/>	
f) Have you fulfilled the minimum number of hours of Continuous Professional Development (CPD) training and such other requirements as may be determined by GIA from time to time? <i>Note: Trade Specific Agent (except Motor Trade) may tick "NA" for this question.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you tick "No" to any of the above, please provide more details below:			

I further declare that:

- the information shown in this declaration form and any attached documents are correct and complete.
- I shall notify my Principal/s in writing whenever
 - there is any change in the name or address or particulars as registered in the Register; or
 - I cease to be a Nominee Agent with the existing agent / agency.
- I shall not enter into any agreement or arrangement whatsoever for the appointment or engagement of any sub-agent.
- I shall immediately notify in writing the Agents' Registration Board of GIA and the Ordinary Members of GIA for whom I represent as my Principals in the event that any fact, event or matter arises or occurs after the making of this Declaration which renders any of the declarations contained herein untrue or incorrect.

Signature: _____

Name: _____ Dated the ____ day of _____ 20 ____
 (Day) (Month) (Year)