

## Application Form

### Section 1 - Personal Details (all fields are mandatory)

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other _____		Date of birth (dd/mm/yyyy):
Full Name:		
Mykad/Passport Number:	Valid to:	
NAMLIFA Branch:	NAMLIFA Membership No:	
Email:	Telephone (m): +60	
Nationality: <input type="checkbox"/> Malaysian <input type="checkbox"/> Malaysian PR <input type="checkbox"/> Other (please specify) _____		
Highest Education Level: <input type="checkbox"/> PhD <input type="checkbox"/> Master's <input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> STPM <input type="checkbox"/> SPM <input type="checkbox"/> Others _____		
<b>Permanent Residential Address</b>		<b>Primary Mailing Address:</b> <input type="checkbox"/> Same as residential address
House/Block No:	House/Block No:	
Unit No:	Unit No:	
Street Name:	Street Name:	
State:	State:	
Postcode:	Postcode:	
Country:	Country:	

### Section 2 - Professional Details

Job Title:	
Professional Certifications: <input type="checkbox"/> ChFC <input type="checkbox"/> RFP <input type="checkbox"/> AEPP <input type="checkbox"/> CFP <input type="checkbox"/> CLU <input type="checkbox"/> CFA <input type="checkbox"/> FCLP <input type="checkbox"/> LUTC <input type="checkbox"/> Other _____	
Company Name:	
Position:	Agent Code:
Company Address:	
Agency Name (if applicable):	
Number of years in the financial services/life insurance:	

### Section 3 - Company / In-house Association Details (if applicable)

Company Contact Person:

Company Name:

Billing Address:

Title of Contact Person:

Department:

Telephone:

Contact Email Address:

### Section 4 - Select your preferred workshop series intake

Kuala Lumpur Intakes

09/06/2025 - 13/06/2025

28/07/2025 - 01/08/2025

### Section 5 - Select your preferred exam location

NAMLIFA HQ

Other NAMLIFA Branch (please specify): \_\_\_\_\_

### Section 6 - Tuition Fees (select your preferred payment terms)\*

Tuition fee:

RM5000

In full  Instalments

Certification fee (payable to APFinSA):

SGD375

In full

\*Tuition fee may be paid in 3 x instalments of RM1666.70. Complete payment must be made 10 days prior to workshop commencement. Please contact NAMLIFA directly for further information on payment instalments.

### Section 7 – NAMLIFA Members\*

New Members

RM10

Waived

Lapsed Members

RM100

In full

\*New members enrolling in the programme will have their membership fee waived. Lapsed members enrolling in the programme will need to pay their membership renewal fee prior to commencing the programme.

### Section 8 - Select your preferred payment method

Credit/Debit Card

Bank Transfer

DuitNow

NAMLIFA takes your privacy seriously. Our enrolment team will contact you to arrangement payment via your preferred method.

## Section 9 – Terms and Conditions & Privacy Policy

### Terms and Conditions

#### General

- Course enrolment and/or other fees relating to the programme will only be recognised upon receipt of payment.
- All course fees quoted are exclusive of SST unless otherwise stated and must be paid in full prior to early access.
- NAMLIFA reserves the right to make changes to the course, date, time and cancel the course due to unforeseen circumstances.
- NAMLIFA reserves the right to alter the course fees.

#### Course withdrawal and refunds

- Withdrawals from the course are accepted up to 10 days prior to the commencement of the workshops and will incur an administration fee of RM100.
- Request for withdrawals must be made in writing and emailed to [info@namlifa.org.my](mailto:info@namlifa.org.my).
- After receiving the notice of withdrawal in writing, NAMLIFA will refund 100% of the tuition fee paid (less the administration fee) within 30 days.
- All tuition fees are non-refundable less than 10 days prior to the commencement of the workshops.

#### Attendance and assessment

- In order to meet the attendance requirement for the course, the student must attend a minimum of 80% of all training sessions.
- In order to meet the assessment requirement for the course, the student must complete and pass their assessments by the due date.
- Should the student fail to meet the assignment requirement (minimum 50% pass mark) for the course on the first attempt, the student will be granted a second and final assignment attempt 7 days after the first attempt's result release.
- Should the student fail to meet the exam requirement (minimum 50% pass mark) for the course on the first attempt, the student will be granted a second exam attempt within 7 days of the first attempt's result release.
- Should the student fail to meet the exam requirement (minimum 50% pass mark) for the course on the second attempt, the student will be granted a third and final exam attempt within 7 days of the second attempt's result release.
- NAMLIFA reserves the right to take the following steps should the student fail to meet the attendance requirement of the subject and/or the assessment requirement for the course:
  - › Record a 'fail' grade on the student's record for the course; or
  - › Transfer the student to the next available workshop intake on a case-by-case basis should the student wish to continue their study in the programme.
- Should the student fail to meet any assessment attempt for the course due to experiencing an unanticipated serious illness, medical emergency, personal trauma, bereavement (due to immediate family member), or serious illness of an immediate family member they are caring for, the student may apply for special consideration.
- In the event of special consideration and subject to approval, NAMLIFA reserves the right to take the following steps:
  - › Record a 'fail' grade on the student's record for the course; or
  - › Transfer the student to the next available intake on a case-by-case basis should the student wish to continue their study in the programme.

### Completion timeframe

- Certification duration is three (3) weeks and candidates must not exceed the certification progression timeframe of one (1) year.
- All subjects must be completed in ascending order.

### Personal Data Protection

- I acknowledge that NAMLIFA and/or Kaplan Professional will handle my personal data in accordance with the NAMLIFA Privacy Policy [www.namlifa.org.my/wp-content/uploads/2022/01/Privacy-Policy.pdf](http://www.namlifa.org.my/wp-content/uploads/2022/01/Privacy-Policy.pdf) , Kaplan Professional Privacy Policy: [www.kp.edu.au/privacy-policy](http://www.kp.edu.au/privacy-policy), and as otherwise permitted or required by relevant data protection laws.
- I accept that my personal data may be handled in Australia, and I may be contacted by NAMLIFA and/or Kaplan Professional via email, phone or WhatsApp in relation to the Fellow Chartered Financial Practitioner certification and my studies.
- I authorise NAMLIFA and Kaplan Professional to disclose my personal information to relevant third parties, for matters related to (a) my studies; or (b) regulatory and/or compliance (external and internal) requirements, including as required for auditing purposes.

### Declaration

- I declare that I have read and fully understand the terms and conditions stated in this form and the information I have provided is accurate to the best to my knowledge.

### Section 10 – Final checklist and signature

- Completed personal and professional details
- Selected intake
- Selected location
- Selected payment terms
- Selected payment method
- Acceptance of Terms & Conditions
- Acceptance of Privacy Policy
- I confirm and accept the above terms and conditions of admission**

Signature:

Date:

### How did you hear about us? (Select all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> NAMLIFA Branch / In-house Association | <input type="checkbox"/> Google Search                 |
| <input type="checkbox"/> Employer                              | <input type="checkbox"/> Google Ads                    |
| <input type="checkbox"/> Email                                 | <input type="checkbox"/> Advertising                   |
| <input type="checkbox"/> LinkedIn                              | <input type="checkbox"/> Word of mouth                 |
| <input type="checkbox"/> Facebook                              | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> YouTube                               |  |

### Submit Application Form

Please send your completed application form, together with any supporting documentation (if applicable) to:

**EMAIL** [info@namlifa.org.my](mailto:info@namlifa.org.my)