



*Chartered Insurance
Institute of Nigeria*

Exemption Guidelines

w. e. f. 4th December 2020



AS

DRAFT EXEMPTION GUIDELINES ON THE NEW SYLLABUS

Exemption Process

- Candidates application and its accompanying documents are sighted physically and received at the Secretariat.
 - The sighting of the documents, which will be attested to on the certified true copies and signed on by the person sighting the documents, can be carried out by any member in the following groups:
 - All the Institute's Chapter Chairmen
 - All authorised ambassadors/representatives of the Institutes/Heads of Accredited Institutions for outside Nigeria Candidates
 - All Active Fellows^{xxx} of the Chartered Insurance Institute of Nigeria
 - Current Council Members of
 - Chartered Insurance Institute of Nigeria (CIIN)
 - Institute of Loss Adjusters of Nigeria (ILAN)
 - National Council of Registered Insurance Brokers (NCRIB)
 - Nigeria Insurers Association (NIA)
- xxx implies that the Fellow Member MUST be a current financial member as at the date of sighting.*
- Receiving Staff should ensure that the needful has been done as stated below:
 - Application Letter/Mail
 - Photocopies of ALL credentials (minimum of Certificates (not Statement of Results/To Whom It May Concern)
 - Sighting of ALL Original Documents by Council Approved Signatories
 - Original of Recent Transcripts on Sighted Credentials (where applicable/available).
 - Documents received from the applicants with the Exemption Request Letter are then forwarded to the Examination Directorate.
 - Examination Directorate prepares the schedule of proposed exemptions per applicant – following the approved guideline as documented below.
 - The proposed exemptions are presented for review to the Exemption Committee, whose membership are currently:
 - Head (Examination Directorate) Member
 - Head (Membership & Professional Standards Directorate) Member
 - Head, (Internal Audit) Member.



- The committee-proposed-exemptions are then presented to the Director General.
- The Director General reviews the committee's recommendation and consequently give the final approval on behalf of the Council.
- The approved exemptions are then communicated in writing to the applicants by the Examination Directorate.



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ACCREDITED INSTITUTIONS AS AT 4TH DECEMBER 2020

- Ahmadu Bello University, Zaria, Kaduna State – B.Sc (Insurance)
- Enugu State University, Enugu, Enugu State – B. Sc (Insurance)
- Joseph Ayo Babalola University, Arakeji, Osun State – B.Sc (Insurance)
- **Lagos State University, Ojo, Lagos State** – **B.Sc (Insurance)**
- Niger Delta University, Wilberforce Island, Bayelsa State – B.Sc (Insurance)
- University of Lagos, Akoka, Lagos State – B.Sc (Insurance)
- University of Uyo, Uyo, Akwa Ibom State – B.Sc (Insurance)
- **Federal Polytechnic, Offa, Kwara State** – **HND (Insurance)**
- Ken Saro Wiwa Polytechnic, Bori, Rivers State – HND (Insurance)
- **Lagos State Polytechnic, Ikorodu, Lagos** – **HND (Insurance)**
- **The Polytechnic, Ibadan, Oyo State** – **HND (Insurance)**
- College of Insurance & Financial Management – Diploma (Insurance)
- West African Insurance Institute, Banjul, Gambia – Diploma (Insurance)

Those in red lettering above have expired accredited statuses as at the date of producing this document and all hands are on deck to ensure the re-accreditation exercise is conducted without any delay.



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POST 2020 SYLLABUS

A. FOUNDATION (4 COMPULSORY & 1 ELECTIVE)

- | | | | | | |
|----|-----|---|---|---|------------|
| 1. | F01 | - | Insurance, Legal and Regulatory | - | Compulsory |
| 2. | F02 | - | General Insurance Business | - | Compulsory |
| 3. | F03 | - | Life Assurance, Annuity and Pension | - | Compulsory |
| 4. | F04 | - | Business Communication and Information Technology | - | Compulsory |
| 5. | F05 | - | Insurance Underwriting Process | - | Elective |
| 6. | F06 | - | Motor Insurance Products | - | Elective |
| 7. | F07 | - | Household Insurance Products | - | Elective |
| 8. | F08 | - | Healthcare Insurance Products | - | Elective |

B. INTERMEDIATE (3 COMPULSORY & 3 ELECTIVES)

- | | | | | | |
|----|-----|---|---|---|------------|
| 1. | I01 | - | Insurance Law | - | Compulsory |
| 2. | I02 | - | Commercial Property & Business Interruption Insurance | - | Compulsory |
| 3. | I03 | - | Insurance Business and Finance | - | Compulsory |
| 4. | I04 | - | Business and Economics | - | Elective |
| 5. | I05 | - | Business Statistics and Operation Research | - | Elective |
| 6. | I06 | - | Operational Management | - | Elective |
| 7. | I07 | - | Marine and Aviation Insurance | - | Elective |
| 8. | I08 | - | Aviation and Space Insurance | - | Elective |
| 9. | I09 | - | Insurance Practice and Regulation | - | Elective |

C. ASSOCIATESHIP (3 COMPULSORY & 3 ELECTIVES)

- | | | | | | |
|----|-----|---|---|---|------------|
| 1. | A01 | - | Risk Regulation and Capital Adequacy | - | Compulsory |
| 2. | A02 | - | Principles and Application of Reinsurance- | - | Compulsory |
| 3. | A03 | - | Finance and Accounting | - | Compulsory |
| 4. | A04 | - | Principles of Property and Pecuniary Insurances | - | Elective |
| 5. | A05 | - | Life Assurance | - | Elective |
| 6. | A06 | - | Motor Insurance | - | Elective |
| 7. | A07 | - | Liability Insurances | - | Elective |
| 8. | A08 | - | Risk Management | - | Elective |
| 9. | A09 | - | Marketing | - | Elective |

D. POST-QUALIFICATION/SPECIALISATION (ALL COMPULSORY)

1. Insurance Broking Practice
 - PF01 (Foundation); PI01 (Intermediate); PA01 (Associateship)
2. Insurance Loss Adjusting Practice (Foundation)
 - PF02 (Foundation); PI02 (Intermediate); PA02 (Associateship)
3. Takaful
 - PF03 (Foundation); PI03 (Intermediate); PA03 (Associateship)
4. Special Risk
 - PF04 (Foundation); PI04 (Intermediate); PA04 (Associateship)
5. Micro Insurance
 - PF05 (Foundation); PI05 (Intermediate); PA05 (Associateship)



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EXEMPTION GUIDELINES WITH EFFECT FROM 4TH DECEMBER 2020

ACADEMIC QUALIFICATION(S)

S/No	Qualification	Exempted Courses	Courses/Subjects to be Examined
1	CIIN – Pre 2021 Old Syllabus	As stated in the Council-Approved-Examination-Handbook which took effect from immediately after the conclusion of October 2020 diet (these are conversions)	
2	OND (Insurance) from the Institute's Accredited Institutions in and outside Nigeria. -	F01, F02, F03 and any elective at the Foundation level (4)	F04 at the Foundation Level. I01, I02, I03 and any three electives at the Intermediate Level. A01, A02, A03 and any three electives at the Associateship Level (13)
3	OND (Insurance) from NUC but not Institute's Accredited Institutions in and outside Nigeria. Detailed transcripts will be required in addition to the certificate for institutions outside Nigeria.	F02 and any elective at the Foundation level (2)	F01, F03 and F04 at the Foundation Level. I01, I02, I03 and any three electives at the Intermediate Level. A01, A02, A03 and any three electives at the Associateship Level (15)
4	B.Sc/HND (Insurance) from the Institute's Accredited Institutions in Nigeria.	F01, F02, F03 and any elective at the Foundation level. I07, I08 and I09 at the intermediate level Any three electives from A04, A05, A06 and A07 at the Associateship level. (10)	F04 at the Foundation Level. I01, I02, I03 at the Intermediate Level A01, A02, A03 at the Associateship Level (7)
5	B.Sc/HND (Insurance) from NUC but not Institute's Accredited Institutions in Nigeria. Detailed transcripts will be required in addition to the certificate for institutions outside Nigeria.	F02 and any elective at the Foundation level. Any two electives from I07, I08 and I09 at the intermediate level. Any two electives from A04, A05, A06 and A07 at the Associateship level. (6)	F01, F03 and F04 at the Foundation Level. I01, I02, I03 and any elective at the Intermediate Level. A01, A02, A03 and any elective at the Associateship Level (11)
6	MRM/M.Sc/M.Phil (Insurance and/or Risk Management) from recognized Institutions in and outside Nigeria. Detailed transcripts will be required in addition to the	F04 & A08 (2)	F01, F02, F03 and any elective at the Foundation Level. I01, I02 and any three electives at the Intermediate Level. A01, A02, A03 and any three electives at the Associateship Level (15)



	certificate for institutions outside Nigeria.		
7	Masters in any field apart from those specifically stated above. For MBA (plain i.e. without any add-on), the exemption is F04 only.	F04 WITH One Particular Relevant Course of Study (if in our syllabus as an elective)	F01, F02, F03, F04 and any elective at the Foundation Level. I01, I02, I03 and any two electives at the Intermediate Level. A01, A02, A03 and any three electives at the Associateship Level (16 or 15 as applicable i.e. 15 if less the one particular relevant elective course)
8	PhD (Insurance and/or Risk Management) from recognized Institutions in and outside Nigeria. Detailed transcripts will be required in addition to the certificate for institutions outside Nigeria.	F04, I09 and A08 (3)	F01, F02, F03 and any elective at the Foundation Level. I01, I02 and any three electives at the Intermediate Level. A01, A02, A03 and any two electives at the Associateship Level (14)
9	PhD (from any other course outside of (9) above) from recognized Institutions in and outside Nigeria.	F04 & I06 (2)	F01, F02, F03 and any elective at the Foundation Level. I01, I02 and any three electives at the Intermediate Level. A01, A02, A03 and any two electives at the Associateship Level (15)
10	B.Sc/HND (Actuarial Science)	F01, F02, F03 and any elective at the Foundation level (4)	F04 at the Foundation Level I01, I02, I03 and any three electives at the Intermediate Level. A01, A02, A03 and any three electives at the Associateship Level (13)
11	B.Sc/HND (Economics/Economics and Development Studies)	I04 (1)	F01, F02, F03, F04 and any elective at the Foundation Level.
12	B.Sc/HND (Operation Research or Statistics)	I05 (1)	I01, I02, I03 and any two electives at the Intermediate Level.
13	B.Sc/HND (all other Courses from Faculty of Management/Social Sciences)	I06 (1)	A01, A02, A03 and any three electives at the Associateship Level (16)



14	LL.B (1st Degree)	I01 (1)	F01, F02, F03, F04 and any elective at the Foundation Level. I02, I03 and any three electives at the Intermediate Level. A01, A02, A03 and any three electives at the Associateship Level (16)
15	B.L (Law School)/ML (Masters) Detailed transcripts will be required in addition to the certificate for institutions outside Nigeria.	F04 & I01 (2)	F01, F02, F03 and any elective at the Foundation Level. I02, I03 and any three electives at the Intermediate Level. A01, A02, A03 and any three electives at the Associateship Level (15)
16	MBA/M.Sc in any field apart from those specifically stated above. Detailed transcripts might be required in addition to the certificate for institutions outside Nigeria.	F04 WITH One Particular Relevant Course of Study (if in our syllabus as an elective)	F01, F02, F03, F04 and any elective at the Foundation Level. I01, I02, I03 and any two electives at the Intermediate Level. A01, A02, A03 and any three electives at the Associateship Level (16 or 15 as applicable i.e. 15 if less the one particular relevant elective course)
<p>Any academic qualification not mentioned above is not qualified for any exemption i.e. such is qualified for NIL exemption unless it is reviewed and the recommendation approved by the Governing Council. For the review, a copy of the transcript will be required from the awarding institution.</p>			
<p>Any accredited institution with expired accredited status will automatically have its status reverted to that of a non-accredited institution and its accruable exemptions will be those applicable to NUC but not Institute's Accredited Institutions in Nigeria.</p>			




PROFESSIONAL QUALIFICATION(S)


S/No	Qualification	Exemptions	Subjects to be Examined
1	Diploma – College of Insurance and Financial Management	F01, F02, F03 and any elective at the Foundation level. I07, I08 and I09 at the intermediate level Any three electives from A04, A05, A06 and A07 at the Associateship level. (10)	F04 at the Foundation Level I01, I02, I03 at the Intermediate Level A01, A02, A03 at the Associateship Level (7)
2	Diploma – West African Insurance Institute	F01, F02, F03 and any elective at the Foundation level. I07, I08 and I09 at the intermediate level Any three electives from A04, A05, A06 and A07 at the Associateship level. (10)	F04 at the Foundation Level I01, I02, I03 at the Intermediate Level A01, A02, A03 at the Associateship Level (7)
3	Associate/Fellows of i) Institute of Chartered Accountant of Nigeria (ICAN) ii) Chartered Institute of Bankers of Nigeria (CIBN) iii) Chartered Institute of Stockbrokers of Nigeria iv) Chartered Institute of Taxation of Nigeria v) Association of National Accountants of Nigeria (ANAN) vi) Institute of Certified Public Accountants of Nigeria (CPA) vii) Institute of Forensic Accountants (IFA) viii) Chartered Institute of International Accountants of Nigeria (CAIAN) ix) Chartered Institute of Cost and Management Accountants (CICMA)	A03 (1)	F01, F02, F03, F04 and any elective at the Foundation Level. I01, I02, I03 and any three electives at the Intermediate Level. A01, A02 and any three electives at the Associateship Level (16)
4	Associate/Fellows (by examination) of i) Chartered Institute of Marketing of Nigeria (CIM).	A09 (1)	F01, F02, F03, F04 and any elective at the Foundation Level. I01, I02, I03 and any three electives at the Intermediate Level. A01, A02, A03 and any two electives at the Associateship Level (16)



5	Associate/Fellows (by examination) of i) Nigerian Institute of Management	106 (1)	F01, F02, F03, F04 and any elective at the Foundation Level. I01, I02, I03 and any two electives at the Intermediate Level. A01, A02, A03 and any three electives at the Associateship Level (16)
<p>Any non-insurance based professional qualification not mentioned above is not qualified for any exemption i.e. such is qualified for NIL exemption unless it is reviewed and the recommendation approved by the Governing Council. For the review, a copy of the transcript may be required from the awarding institution.</p>			
<p>The Awarded Certificate must be by Examination to qualify for the exemptions. If not, it is a NIL exemption.</p>			

Prepared by:

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 Lekwa Okude (Examination Directorate)/Exemption Committee Member

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 Bashir Yusuff Head (Internal Audit)/Exemption Committee Member

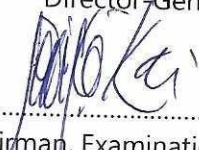
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 Christiana Olatunji Head (Membership & Professional Standards)/Exemption Committee Member

Approved by:

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 Abimbola Tihamiyu Director-General

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 Olusola Ladipo-Ajayi Chairman, Examination Committee

Dated this 15th day of January 2021 2020. 15/01/2021

