

## **PERLEMBAGAAN BAGI**

### **PERSATUAN KEBANGSAAN PENASIHAT INSURANS HAYAT DAN TAKAFUL KELUARGA MALAYSIA (NATIONAL ASSOCIATION OF MALAYSIAN LIFE INSURANCE AND FAMILY TAKAFUL ADVISORS)(NAMLIFA)**

**(PPM-001-14-28081978)**

#### **Clause 1 NAME**

Section 1 (Amended, 45th ADC, 14th June 2023)

The Association shall be known as

Persatuan Kebangsaan Penasihat Insurans Hayat Dan Takaful Keluarga Malaysia  
(National Association of Malaysian Life Insurance and Family Takaful Advisors)  
(NAMLIFA)

Hereinafter referred to as “the Association”.

Section 2

Meaning of name :

Section 3

Level : Kebangsaan

#### **Clause 2 ADDRESS**

Section 1

The registered address is

NO 55 WISMA NAMLIFA JALAN 3/93, TAMAN MIHARJA, CHERAS,  
55200 KUALA LUMPUR  
WILAYAH PERSEKUTUAN KUALA LUMPUR

or at such other place as may from time to time be decided by the Committee; and  
the postal address is

NO 55 WISMA NAMLIFA JALAN 3/93, TAMAN MIHARJA, CHERAS,  
55200 KUALA LUMPUR  
WILAYAH PERSEKUTUAN KUALA LUMPUR

Section 2

Change of Address

The registered and postal addresses shall not be changed without the prior approval of the  
Registrar of Societies.

#### **Clause 3 AIMS AND OBJECTIVES**

Section 3.1 (Amended, 1st EDC, 18th February 2001)

To cooperate with Life Insurance Companies and Financial Services Organizations in the Development and Expansion on Insurance services and other Financial Services in Malaysia.

Section 3.2 (Amended, 1st EDC, 18th February 2001)

To raise the status and advance the interest of the profession of Insurance Life Insurance and Family Takaful Advisors in Malaysia and to establish and enforce a code of ethics.

Section 3.3 (Amended, 1st EDC, 18th February 2001)

To consolidate the members of the profession of Insurance Marketing and Financial Services providers in Malaysia into a general body, to improve and elevate the theory and general knowledge of persons engaged or about to engage in the Insurance Marketing and Financial Services, to provide for and regulate the training and education of members of the Association by lectures and other means, to test by examinations or otherwise the qualifications of such members and other persons desirous of being enrolled as members of the Association, and to confer on such persons such titles and designations as may be deemed expedient.

Section 3.4 (Amended, 1st EDC, 18th February 2001)

To represent generally the views and interests of the profession of Life Insurance and Family Takaful Advisors, to promote knowledge of the value and importance to the community of the services of qualified Life Insurance and Family Takaful Advisors and to encourage a greater degree of efficiency in those engaged therein.

Section 3.5

To provide opportunities for intercommunication among members and to promote and protect their mutual interests.

Section 3.6 (Amended, 1st EDC, 18th February 2001)

To apply, petition for, or promote and to join any other body of Insurance Life Insurance and Family Takaful Advisors in promoting an Act of Parliament with a view to the attainment of the above objects or any of them.

Section 3.7 (Amended, 1st EDC, 18th February 2001)

To establish fund for scholarships and to assist and encourage members seeking education, instruction or proficiency in the profession of Life Insurance and Family Takaful Advisors.

Section 3.8 (Amended, 1st EDC, 18th February 2001)

To act as Trustee in the administration of any fund or property made available to provide for the education or assistance of members seeking education, instruction or proficiency in the profession of Life Insurance and Family Takaful Advisors.

Section 3.9

To conduct, print and publish a journal, periodical or magazine and to print and publish lectures and articles in furtherance of the above mentioned objects.

Section 3.10

To accept from government or any insurer, purchase, take on lease or in exchange or otherwise or occupy or acquire any land or buildings which may be requisite for the purpose of or conveniently used in connection with any of the objects of the Association and lease, sell, charge, give in exchange or dispose of the same or any part thereof.

**Section 3.11**

To invest and deal with the monies of the Association not immediately upon such securities and in such manner as may from time to time be determined.

**Section 3.12**

To borrow or raise and give security for money by the issue of and upon bonds, debentures, debenture stock, bills of exchange, promissory notes or other obligations or security of the Association or by charge upon all or any part of the property of the Association or otherwise howsoever.

**Section 3.13**

To receive on deposit or at all Association money to be employed in the conduct of the affairs of the Association without interest.

**Section 3.14**

To pay all or any expenses incurred in connection of the formation, promotion and incorporation of the Association.

**Section 3.15**

To engage such managers, accountants, clerks, workmen and other officers and servants as shall be required and found necessary for the proper working of the Association and for carrying on its operations and affairs and any one or more at pleasure to discharge.

**Section 3.16**

To make, draw, accept, endorse, discount, execute and issue cheques, promissory notes, bills of exchange, warrants, debentures and other negotiable or transferable securities.

**Section 3.17**

To accumulate a reserve fund out of income or otherwise for the purposes of the Association and to appropriate the same or any part thereof or any of the assets of the Association to specific purpose of the Association.

**Section 3.18**

To establish, subsidize, promote, affiliate with, become a member of, act as or appoint trustees, agents or delegates for control, manage, superintend, lead monetary assistance to, or otherwise assist any association, and institutions incorporated or not incorporated with objects altogether or in part similar to those of this Association and which are associations and institutions having a restriction on their income and property at least equal to that provided under this rule of this constitution.

**Section 3.19 (Amended, 1st EDC, 18th February 2001)**

To establish, undertake, superintend, administer and contribute to any charitable fund, from which may be made donations or advances to deserving persons, who may be or have been engaged in the profession of Life Insurance Marketing and Financial Services or who may be or have been members of Association or connected with any such person, and to contribute to or otherwise assist any charitable institutions or undertakings.

**Section 3.20**

To adopt such means of making known the objects and benefits of the Association as may seem expedient and to otherwise further the interests of members in particular by advertising

in the press, by circulars, by publication of books, periodicals and magazines by conducting competitions and by granting prizes, awards and donations.

Section 3.21 (Amended, 1st EDC, 18th February 2001)

To do all such other lawful acts, deeds and thing as are incidental or conducive to the attainment of the above objects or any of them, or any such other acts, deeds and things as may be conducive to the progress and welfare of the Association and the profession of Life Insurance Life Insurance and Family Takaful Advisors or towards the protection of the commercial community generally.

## Clause 4 **MEMBERSHIP**

Section 4.1 (Amended, 1st EDC, 18th February 2001)

The Association shall be open to all Life Insurance and Family Takaful Advisors of Malaysia and shall consist of Fellow, Associate, Ordinary, Provisional and Affiliate and shall include Honorary, Life and Corporate Members.

Section 4.2

Every application for membership shall be forwarded either to the Secretary-General or the Secretary of the local Branch, who shall, at the first convenient opportunity, forward it to the Secretary-General for processing. Application for Ordinary, Associate, Fellow or Affiliate Member shall be approved by the National Council or by a Membership Committee appointed by the National Council to consider and accept applications for membership. This Committee shall at each meeting of the National Council notify them of the names of the new members. In case where the

Committee is unable to decide it shall be referred to the National Council for final decision. Application for membership in centres where no Branches have been established shall be dealt with in the same way by the Secretary-General and the National Council.

Section 4.3

Every applicant whose application has been approved as aforesaid shall upon payment of the prescribed entrance fee and first annually subscription, be admitted as a member of the Association and shall be entitled to all privileges of membership.

Section 4.4

A member shall have to undertake in writing that so long as he remains a member of the Association in any capacity or status whatsoever he will faithfully and diligently at all times observe, uphold, foster and cherish the objects of the Association and each of them and that he will do nothing to bring the Sovereign into hatred or contempt or incite disaffection against the Sovereign or the government or constitution of the Yang Di-Pertuan Agong's Dominions or against the House of the Parliament of Malaysia, and will do nothing to promote feelings of ill-will or hostility between different classes of His Majesty's subjects so as to endanger the peace, order or good government of Malaysia, and that he will not be engaged either directly or indirectly or be associated any party or parties effecting the above purpose or any of them, and that he will not advocate or support any doctrine or principle whatsoever which may be prejudicial to the interests of Malaysia or the economic or industrial welfare and progress thereof.

**Section 4.5 Provisional, Ordinary, Associate, Fellow and Affiliate  
(Amended, 1st EDC, 18th February 2001)**

Every applicant shall join the Association as a Provisional, Ordinary or Affiliate member. Every applicant for advancement of his status as an Ordinary Member to that of Associate or for advancement of his status as an Associate to that of Fellow shall:

1. Apply in writing in the prescribed form
2. Produce original testimonials as to his character and experience and
3. Satisfy the National Council that he is a Life Insurance Agent or Financial Services Providers.

**Section 4.5A Provisional Membership (Amended, 45th ADC, 14th June 2023)**

Provisional members who are in Life Insurance and/or Family Takaful business may participate in all the Association's activities but are not allowed to vote at meetings of the Association or hold any office in the Association. Provisional Members are not allowed to be delegates but will be automatically upgraded to Ordinary Members after 1 year.

**Section 4.5B Ordinary Membership (Amended, 1st EDC, 18th February 2001)**

An individual who is mainly engaged in the Life Insurance Marketing for a period of not less than 1 year.

**Section 4.5C Associate Membership (Amended, 47th ADC, 19th June 2025)**

Associate members are Life Insurance and/or Family Takaful Advisors for a period of not less than 3 years.

OR

who have served in the National Council or Branch Association as a Council or Committee Member

OR Holder of Certified Life Planner

**Section 4.5D Fellow Membership (Amended, 1st EDC, 18th February 2001)**

A member can be invited to apply for Fellow Membership based on the following criteria

1. Engage in the life insurance business for a period of not less than 10 years and
2. Has been an Associate member for at least a minimum period of 3 calendar years and
3. Holder of at least Fellow, Certified Life Practitioner (FCLP) designation or any higher designation Conferred by the Association or any other equivalent designations deemed relevant by the National Council and
4. i) Member in good standing, served at either Branch or National Council or any Association Activities deemed relevant by the National Council for at least 6 years and did not bring disrepute to the Association.  
ii) Made substantial contribution to the Association or the life insurance industry deemed relevant to the National Council.  
iii) The National Council shall have the full discretion to approve or disapprove any Fellow Membership without assigning any reason.

**Section 4.5E Affiliate Membership (Amended, 47th ADC, 19th June 2025)**

An individual or a non-resident of Malaysia who is or who has been involved in the Life Insurance and/or Family Takaful business or management or financial services for not less than

twelve months.

All Affiliate members shall not be eligible to vote or to hold office in the National Council of the Association but may participate in all other Associations activities or to be a member of standing or sub-committees. The annual subscription shall be similar to that of an Ordinary member.

#### Section 4.5F Special Cases (Amended, 45th ADC, 14th June 2023)

The National Council may dispense with all or any of the requirements of Rule 4.5 and admit as an Ordinary Member, Associate, or Fellow or advance to the status of Associate or Fellow any person whose experience as a Life Insurance and/or Family Takaful Advisor shall in the opinion of the National Council entitle him to admission or advancement to such status.

#### Section 4.6 – Affiliate Life Member

Any individual or a non-resident of Malaysia involved in the Life Insurance and/or Family Takaful business or management or financial services for not less than twelve months.

Every applicant joining the Association as an Affiliate member shall:

- a) Apply in writing in the prescribed form
- b) Produce original testimonials as to his character and experience and
- c) Satisfy the National Council that he is a Life Insurance and/or Family Takaful Advisor and/or involved in financial services.

Such election shall be at the discretion of the National Council and shall be subject to payment of a lump sum of RM3,000.00 to the Association and shall comply with such conditions as the Council may from time to time prescribe.

An Affiliate Life Member shall not be required to pay any subsequent membership subscription.

All Affiliate members shall not be eligible to vote or to hold office in the National Council of the Association but may participate in all other Association's activities or be a member of standing or sub-committees.

#### Section 4.7 Honorary Membership (Amended, 1st EDC, 18th February 2001)

Any member who has rendered such services to the Association as would entitle him to the distinction or any other person upon recommendation of the National Council to the delegates conference desires to confer such distinction because of his knowledge and experience in pursuits connected with the profession of Life Insurance Marketing and Financial Services may be admitted by the Association as an Honorary member with the rank of either Fellow or Associate.

#### Section 4.8 Life Membership (Amended, 47th ADC, 19th June 2025)

Any member who is an Ordinary, Associate or Fellow and who has been a financial member for at least 3 consecutive years prior to the date of making his application may apply to the National Council to be elected as a Life Member. Such election shall be at the discretion of the National Council and shall be subject to payment of a lump sum of RM3,000.00 to the Association and shall comply with such conditions as the Council may from time to time prescribe. A Life Member shall not be required to pay any subsequent membership subscription. Any Life member who has ceased to be life insurance agent is not allowed to vote at the meetings of the Association or hold any office in the Association.

The life membership fees shall be kept in separate fund. Only interests accrued therein can be utilized at the sole discretion of the National Council

Section 4.9 Corporate Membership (Amended, 45th ADC, 14th June 2023)

Corporate membership is open to the following

(a) In-House Agents Association of Life Insurance Companies and Financial Services Organizations.

(b) Companies providing financial services.

Members in this category are not allowed to vote at any meetings of the Association or hold office in the Council or Branch Committees. All applicants for Corporate Membership are subject to the approval of the National Council.

## Clause 5 RESIGNATION & TERMINATION

### Section 5.1

Any member who wishes to resign from the Association shall give two weeks notice in writing to his Branch Secretary and shall pay up all dues.

### Section 5.2

Any member of the Association shall have his membership automatically terminated in any of the following circumstances

- i) Death
- ii) Be a bankrupt and has not obtained an order of discharge
- iii) Has his name deleted from the Register by votes of not less than two third of the Council members present at the meeting for the following reason
  - a) Performing an act that causes disrepute to the Association
  - b) Violation of the Rules of the Association
  - c) Has voluntarily resigned as a life insurance agents except in the case of a Life Member

## Clause 6 ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES

### Section 6.1 (Amended, 45th ADC, 14th June 2023)

Provisional RM 10.00 (This fee is a privilege for only once in a lifetime)

Affiliate RM 100.00

Ordinary RM 100.00

Associate RM 150.00

Fellow RM 200.00

Re-Joining RM100.00 (Clause 6.6)

Reinstatement RM 20.00 (Clause 6.6)

### Section 6.2

All annual subscription shall be payable in advance on the first day of January in each year.

### Section 6.3 (Amended, 1st EDC, 18th February 2001)

Payment shall be made to NAMLIFA and sent directly to the Treasurer General or to the Branch Treasurer who shall, at the first convenient opportunity, submit it to TreasurerGeneral for processing.

#### Section 6.4

Any member who allows his arrears to exceed a period of two months shall receive a written notification signed by or on behalf of the Secretary-General or his Branch Secretary and shall be denied the privileges of membership until he settles his account.

#### Section 6.5

Any member who allows his arrears to exceed a period of three months shall automatically cease to be a member of the Association.

#### Section 6.6 (Amended 45th ADC, 14th June 2023)

Any member who has allowed his membership to lapse through arrears shall be required to pay a re-instatement fee in addition to all outstanding arrears. Any member who has allowed his membership to lapse for more than two years in arrears shall be given the option to pay RM100 as the subscription for the year and be given a new membership number as a Re-Joining Member which has the same privileges as a Provisional Member.

#### Section 6.7

Special subscription or levies for particular purpose may be raised from members by resolution of the delegates conference of the Association. If any member fails to pay such subscription within such period as may be resolved, the amount due shall be treated in the same way as arrears of the annual subscription.

#### Section 6.8 (Amended, 23rd ADC, 29th June 2001)

The entrance fees and annual subscription fees for Corporate membership shall be as follows

(a) In- House Life Agents Associations and Financial Services Organizations

Entrance Fee RM 500.00

Annual Subscription RM 500.00

(b) Companies providing financial services

Entrance Fee RM 500.00

Annual Subscription RM 500.00

### Clause 7 **DELEGATES MEETING**

#### Section 7.1 (Amended 45th ADC, 14th June 2023)

Any members from states that do not have a branch would be assigned to the nearest branch so that the members are well supported by branches with relevant information for branches, national activities and learning programmes.

#### Section 7.2

The supreme authority of the Association is vested in a delegates conference, consisting of the members of the National Council, Branch and members delegates, and Past Presidents. Past Presidents who are eligible to participate and vote at the Delegates Conference are those who have served a full term as Immediate Past Presidents and who are currently holding a contract as a Life Insurance Agent.

Any member of the Association may, with the consent of the President or Chairman, be present during the proceedings of a delegates conference, but may not speak or vote.

### Section 7.3 (Amended, 27th ADC, 28th May 2005)

The Branch delegates shall be elected biennially by their respective Branches in conjunction with the election of the Branch Committee and shall be eligible for reelection.

All elected Branch Committee members together with the Immediate Past Chairman and 2 Honorary Auditors from each Branch are automatic delegates for the forthcoming Annual Delegates Conference.

In addition, each branch shall be entitled to elect one delegate for every 10 members for the first 200 members, and over and above, one delegate for every 25 or part thereof with the proviso that the total number of delegates from each Branch shall not exceed 50 and a maximum of 2 reserves shall be allowed for each branch.

Any discrepancy in the election of any branch delegate shall only affect the validity of that particular Branch and shall not in any way affect the validity of the Annual Delegates Conference of the Association.

### Section 7.4 (Amended, 18th ADC, 2nd June, 1996)

All members of the National Council, Past President, 2 Honorary Auditors, elected Branch Committee Members together with the Immediate Past Chairman and 2 Honorary Auditors from each Branch, and elected delegates are eligible to vote at any delegates conference and the President, Deputy President or Vice-President in the capacity of chairman shall have a casting vote.

Delegates must have valid membership with the Association in order to qualify to nominate, second and cast vote for any candidate in the election of the National Council or to be eligible to attend the Annual Delegates Conference. Each individual at the Conference is entitled to one vote only.

### Section 7.5 (Amended 47th ADC, 19th June 2025)

A quorum shall be considered as having been formed if the delegates present, irrespective of their total number, represent half of total number of Branches.

### Section 7.6

In half an hour after the time appointed for the conference a quorum is not present, the conference shall be postponed to a date (not exceeding 7 days) to be decided by the National Council and if a quorum is not present half an hour after the time appointed for the postponed conference, the delegates present shall have power to proceed with business of the day but they shall not have power to alter the Rules of the Association or to make decisions affecting the whole membership.

### Section 7.7 (Amended, 45th ADC, 14th June 2023)

The annual delegates' conference of the Association shall be held as soon as possible after the close of each financial year on a date and time and place to be decided by the National Council but on any event not later than June. If a physical meeting is unable to be held for any reason whatsoever, the National Council shall have the option to hold a virtual Annual

Delegates Conference subject to the prevailing rules and conditions imposed by the government and the Registrar of Societies. Business of the annual delegates' conference shall be:

- a) To receive the National Council's report on the working of the Association during the previous year
- b) To receive the Treasurer's report and the audited accounts of the Association for the

previous year

- c) To elect a National Council and to appoint auditors for the ensuing year
- d) To elect a Financial and Life Practitioners Council (FLPC) Chairperson and a Convention and Speakers Standards Board (CSSB) Chairperson and
- e) To deal with such other matters as may be put before it.

#### Section 7.8

A preliminary notice of the annual delegates conference stating the date, the time and the place of meeting shall be sent by the Secretary General to all Branch Secretaries not later than 90 days before the date fixed for the conference, and this notice shall also be prominently displayed at the registered office of the Association.

Every Branch Secretary shall convene a branch general meeting within 60 days after the receipt of the preliminary notice.

#### Section 7.9 (Amended, 18th ADC, 2nd June 1996)

Names of Delegates and motions for discussion at the conference shall be sent by the Branch Secretary to the Secretary General not later than 7 days after the Branch Annual General Meeting is held.

The list of delegates attending the forthcoming Annual Delegates Conference and candidates for election of National Council posts shall be prominently displayed at the registered place of business of the Association.

The list must be displayed at least 7 days before the Annual Delegates Conference and any member of the Association shall have access to it.

#### Section 7.10 (Amended, 33rd ADC, 20th May 2011)

The Secretary General shall send to all Delegates by any form of mail or electronic mail at least 14 days before the conference an agenda including copies of minutes and report, together with the audited accounts of the Association for the previous year and motion of amendment of the Rules of the Association.

Copies of these documents will be made available at the registered office of the Association and at Branch offices for the perusal of members.

#### Section 7.11 (Amended, 47th ADC, 19th June 2025)

An extraordinary delegates conference of the Association shall be convened

- (a) whenever the National Council deems it desirable, or
- (b) at the joint request in writing by the Branch Committee of five or more Branches, stating the objects and reasons for such conference.

#### Section 7.12

An extraordinary delegates conference requisitioned by Branches or members shall be convened for a date within 60 days of their receipts of such requisition.

#### Section 7.13

Notice and agenda for an extraordinary delegates conference shall be forwarded by the Secretary General to all Branch Secretaries and members delegates at least fifteen days before the date fixed for the conference.

#### Section 7.14

Paragraph 7.6 and 7.7 of this rule regarding the quorum and the postponement of an annual delegates conference, shall apply also to an extraordinary delegates conference but with the

proviso that if no quorum is present after half an hour from the time appointed for a postponed extraordinary delegates conference requisitioned by Branches the conference shall be cancelled and no extraordinary delegates conference shall be requisitioned for the same purpose until after the lapse of at least six months from the date thereof.

#### Section 7.15

The Secretary General shall forward to all Branch Secretaries and members delegates a copy of the draft minutes of each annual and extraordinary delegates conference as soon as possible after its conclusion.

#### Section 7.16 (Amended, 18th ADC, 2nd June 1996)

The membership list of members in benefit as at December 31 of financial year immediately preceding an Annual Delegates Conference, Extraordinary Delegates Conference, Branch Extraordinary General Meeting shall be the official list of members for the purpose of eligibility for election as National Council members, Branch Committees members, Honorary Auditors, delegates and other official posts in the Association.

This membership list shall also be official list of eligible voting members for the purpose of the meetings herein mentioned.

### Clause 8 **CENTRAL COMMITTEE**

#### Section 8.1 (Amended, 26th ADC, 27th May 2004)

A National Council consisting of the following who shall be termed the office bearers of the Association shall be elected at the Annual Delegates Conference;

A President

A Deputy President

Two (2) Vice Presidents

A Secretary General

An Assistant Secretary General

A Treasurer General

An Assistant Treasurer General

Five (5) Ordinary Committee Members

Convention & Speakers Standards Board Chairperson

Financial and Life Practitioners Council Chairperson

The election shall be held biennially. The current elected President shall not offer himself as a candidate to be elected for the post of President for the following term. Nominees for the post of President must have served two full terms in the National Council including the current full term of office prior to the election.

Any Branch Chairman who has served a full term of office and thereafter has also served the National Council for the current full term of office prior to the election shall be eligible to be nominated for the post of President. Nominees for the post of the Deputy President and Vice-Presidents must have served a full previous term in the National Council.

The National Council shall have the option to appoint a maximum of three (3) additional Ordinary Committee members.

The Immediate Past President who has served a full term of office as President shall be a member of the National Council.

An elected President shall be eligible to be an Immediate Past President and also a member of the National Council if he has served a full term.

An appointed President shall be eligible to be an Immediate Past President and also a member of the National Council if he has served till the end of the remaining portion of the term of the elected President who has resigned or passed away.

#### Section 8.2

The office bearers of the Association and every officer performing executive functions in the Association shall be Malaysian Citizens.

#### Section 8.3 (Amended, 47th ADC, 19th June 2025)

The National Council shall appoint a nominating committee consisting of five members (from among the President, Immediate Past President and Past President) before the Annual Delegates Conference.

The Chairman of the nominating Committee shall be the Immediate Past President or one of the Past Presidents.

The nominating committee shall propose a list of nominees for the election of the National Council.

The list of nominees proposed by the nominating Committee and additional nominations by delegates for election to the National Council shall be proposed and seconded in writing on prescribed forms and shall reach the Secretary-General no later than 14 days before the Annual Delegates Conference.

No nomination shall be accepted from the floor during the Annual Delegates Conference.

Election will be by a simple majority vote cast by ballot. All nominees for election to the National Council must have been an Ordinary, Associate or Fellow member or any combination of the three (3) categories of membership (herein mentioned) of the Association at least 24 months prior to the date of election.

All office bearers shall be eligible for re-election except for the Treasurers on the same post.

The Election Chairman to be appointed by the National Council before the Annual Delegates Conference shall examine the eligibility and qualifications of each nominee for the particular office sought.

The Election Chairman will also preside over the election proceedings at the Annual Delegates Conference.

If no nominations for any particular post are received as stipulated herein, the Election Chairman shall make a decision on the procedure, nomination and election for the post.

#### Section 8.4

The function of the National Council is to organize and supervise the day-to-day activities

of the Association and to make decisions on matters affecting its running within the general policy laid down by the delegates conference.

The National Council may not act contrary to the expressed wishes of the delegates conference without prior reference to it and shall always remain subordinate to the delegates conference. It shall furnish a report to each annual delegates conference on its activities during the previous year.

#### Section 8.5

The National Council shall meet at least once every three months, and 7 days notice of each meeting shall be given to the members. The President or Chairman acting alone, or not less than three of its members acting together may call for a meeting of the National Council to be held at any time. At least one half of the Council members must be present for its proceedings to be valid.

#### Section 8.6

Where any urgent matter requiring the approval of the National Council arises and it is not possible to convene a meeting, the Secretary General may obtain such approval by means of a circular letter. The following conditions must be fulfilled before a decision of the National Council is deemed to have been obtained;

- (a) The issue must be clearly set out in the circular and forwarded to all members of the Council;
- (b) At least one half of the members of the Council must indicate whether they are in favour or against the proposal; and
- (c) The decision must be by a majority vote.

Any decision obtained by circular letter shall be reported by the Secretary General to the next National Council meeting and recorded in the minutes thereof.

#### Section 8.7

Any member of the National Council who fails to attend three consecutive meetings of the Council without satisfactory explanation shall be deemed to have resigned from the Council.

#### Section 8.8

In the event of the death or resignation of a member of the National Council, the Council shall have the power to co-opt any other member of the Association to fill the vacancy until the next annual delegates conference.

#### Section 8.9

The National Council shall give instructions to the Secretary General and other officers for the conduct of the affairs of the Association.

The National Council may appoint on such terms as it may determine, a General Manager of the Association to be the Chief Executive Officer, responsible for the day-to-day business and administration of the Association or any matters as may be directed by the National Council.

He shall received delegated authority from only the National Council in his responsibility on the affairs of the Association including those of all Branches. He shall also be responsible for submitting to the National Council report on management of affairs of the Association. It may appoint such conference or project organizers and such staff as it deems necessary. It may suspend or dismiss any organizer or member of the staff for neglect of duty, dishonesty, incompetence, refusal to carry out the decisions of the Council, or for any other

reason which it deems good and sufficient in the interest of the Association.

#### Section 8.10

Between annual delegate conference the National Council shall interpret the Rules of the Association and when necessary, determine any point on which the rules are silent.

#### Section 8.11

Except where they are contrary to or inconsistent with the policy previously laid down by the delegates conference, the decisions of the National Council shall be binding on all members of the Association unless and until countermanded by resolution of a delegates conference.

#### Section 8.12

The National Council shall hold office for a period of 2 years from 1st July following the Annual Delegates Conference at which they are elected, until 30th June.

### **Clause 9 DUTIES OF OFFICE BEARERS**

#### Section 9.1

The President shall during his term of office preside at all delegates conference and all meetings of the National Council and shall be responsible for the proper conduct of all such meetings. He shall have a casting vote and shall sign the minutes of each meeting at the time they are approved. He shall, in conjunction with the Secretary General and Treasurer General, sign all cheques on behalf of the Association.

#### Section 9.2

The Deputy President shall assist the President and act for him during his absence.

#### Section 9.3

The Vice-Presidents shall assist the Deputy President and one of them shall deputize for the Deputy President during the latters absence.

#### Section 9.4

The Secretary General shall conduct the business of the Association in accordance with its rules, and shall carry out the instructions of the delegates conference and of the National Council.

He shall be responsible for conducting all correspondence and keeping all books including membership register, documents and papers except the accounts and financial records.

He shall attend all meetings, and record proceedings. In conjunction with the President and the Treasurer he shall sign all cheques on behalf of the Association.

#### Section 9.5

The Assistant Secretary General shall assist the secretary in carrying out his duties and shall act for him in his absence.

#### Section 9.6

The Treasurer General shall be responsible for the finances of the Association. He shall keep

subscription book and other books accounts of all its financial transactions of the Association and shall be responsible for their correctness. He shall, in conjunction with the President or Chairman and the Secretary General sign all cheques on behalf of the Association.

#### Section 9.7

The Assistant Treasurer General shall assist the Treasurer-General in carrying out his duties and shall act for him during his absence.

#### Section 9.8

The Ordinary Committee members shall be given responsibilities and assigned duties by the President.

#### Section 9.9

No Council Member or Branch Committee may bind the Association to any contractual agreement with any organization without having prior approval from the National Council. Such violation shall render the person being personally liable.

#### Section 9.10 (Amended, 26th ADC, 27th May 2004)

The following Standing Committee/Borads shall be given responsibilities and assigned duties by the National Council or during the ADC or EDC

1. Conventions & Speakers Standards Board (CSSB)
2. Financial and Life Practitioners Council (FLPC) Training & Education
3. Branch & In-House Associations Liaison – Coordination of Branch Activities and Corporate Membership
4. Research & Publications eg. Publication of Nada Practitioner
5. Fields Practitioners Board, Agents & Leaders Excellence, LIAM & Bank Negara Malaysia
6. Membership, Membership Development
7. Language Group & Affairs, Bahasa Malaysia, Mandarin & Tamil Affairs

The National Council shall appoint the Chairperson of the Standing Committees except for the Conventions & Speakers Standards Board (CSSB) Chairperson and Financial and Life Practitioners Council (FLPC) Board Chairperson which is appointed at the ADC or EDC.

Members of the Committee shall continue to serve until their appointment is withdrawn by the National Council or when the term ends.

Each Standing Committee shall consist of a Chairperson who will appoint his or her committee to initiate activities related to the board's function.

### Clause 10 **FINANCIAL PROVISIONS**

#### Section 10.1

Subject to the following provisions in this rule, the function of the Association may be expended for any purpose necessary for the carrying out of its objects, including the expenses of its administration, the payment of salaries allowances and expenses to its office bearers and paid staff, and the audit of its accounts, but they shall on no account be used to pay the fine of any member who may be convicted in a court of law.

**Section 10.2 (Amended, 1st EDC, 18th February 2001)**

The Treasurer may hold a pretty cash advance not exceeding RM2,000.00 at any one time. All money in excess of the sum shall within seven days of receipt be deposited in a bank approved by the National Council. The bank accounts shall be in the name of the Association.

**Section 10.3 (Amended, 18th ADC, 2nd June 1996)**

All cheques or withdrawal notices on the Association's account shall be signed jointly by the President (or in his absence the Deputy President or one of the Vice Presidents), the Secretary-General and the Treasurer-General. In the absence of the Secretary-General or the Treasurer-General, the National Council shall appoint one of its members to sign in his place.

**Section 10.4 (Amended, 18th ADC, 2nd June 1996)**

No expenditure exceeding RM500.00 at any one time shall be incurred by the President, Secretary-General or Treasurer-General, acting together, without the prior sanction of the National Council, but must be subsequently ratified at the next convenient Council Meeting.

No operating expenditure exceeding RM20,000.00 in any one (1) item shall be incurred without prior sanction of a delegates conference. However, this clause shall not bind expenditure items incurred for projects such as conventions, seminars, courses or programmes provided the Expenses Budget is pre-approved by the National Council and stays within the limits of the approved Budget.

**Section 10.5**

As soon as possible after the end of each financial year, a statement of receipts and payments and a balance sheet for the year shall be prepared and audited by the Auditor and Auditors appointed under Clause 11.

The audited accounts shall be submitted for the approval of the next annual delegates conference, and copies shall be made available at the registered office of the Association and at each Branch head quarters for the perusal of members of the Association.

**Section 10.6 (Amended, 33rd ADC, 20th May 2011)**

The financial year of the Association commences on 1st January annually.

**Clause 11 AUDIT**

**Section 11.1 (Amended, 18th ADC, 2nd June 1996)**

Two persons, who shall not be office bearers of the Association, shall be appointed by the annual delegates conference as Honorary Auditors. They shall hold office for one term only and shall not be re-appointed.

AND

The National Council shall appoint a paid Auditors a qualified Accountant (or firm of Accountants) who shall not be a member of the Association.

The Auditor thus appointed shall hold his appointment until he resigns or until his appointment is otherwise terminated by the delegates conference.

**Section 11.2**

The Auditor/Auditors shall be required to audit the accounts of the Association and its Branches for the year, and to prepare a report or certificate for the annual delegates conference and the

annual general meeting of each Branch.

He/they may also be required by the President or Chairman to audit the accounts of the Association or any of its Branches for any period within their tenure of office at any date, and to make a report to the National Council.

## Clause 12 PROPERTY ADMINISTRATORS / TRUSTEE

Section 12.1 (Amended, 19th ADC, 23rd May 1997)

A minimum of three Trustees, comprising Past Presidents shall be appointed at the annual delegates conference and shall hold office during the pleasure of the Association.

They shall have vested in them all immovable property whatsoever belonging to the Association and shall deal with it in such manner as the Delegates Conference may direct.

Section 12.2

The Trustees shall not sell, withdraw or transfer any of property of the Association without the consent and authority of a Delegate Conference.

Section 12.3

A Trustee may be removed from office by the Delegates Conference on the grounds that, owing to ill health, unsoundness of mind, absence from the country or any other reason, he is unable to perform his duties or unable to do so satisfactorily.

In the event of the death, resignation or removal of a Trustee the vacancy shall be filled by a new Trustee appointed by a delegates conference as soon as possible.

## Clause 13 DISSOLUTION

Section 13.1

The Association may be voluntarily dissolved by a resolution of not less than three fifths of the total membership.

Section 13.2 (Ammended, 47th, 19th June 2025)

In the event of the Association being dissolved as provided above the Registrar of Societies shall be informed and all debts and liabilities legally incurred on its behalf shall be fully discharged and the remaining funds shall be disposed of in such manner as may be decided upon by a delegates conference.

Section 13.3 (Ammended, 47th, 19th June 2025)

Notice of dissolution shall be forwarded to the Registrar of Societies within 14 days from its dissolution

## Clause 14 ESTABLISHMENT AND DISSOLUTION OF BRANCHES

Section 14.1A (Amended, 34th ADC, 29th May 2012)

The National Council may by a majority vote taken at a meeting approve the formation of a Branch in any State wherein there are at least 50 members of the Association, subject to the approval of the Registrar of Societies.

In the case of Sabah, Sarawak, Johor, Perak and Selangor, the National Council may approve the formation of up 3 Branches for each state.

#### **Section 14.1B**

The National Council may by a majority vote taken at a meeting approve the appointment of a liaison branch officer in any town wherein there are at least 25 members of the Association.

#### **Section 14.2**

The National Council may dissolve a Branch:

a)If for a consecutive period of six months the number of Branch members is below 200 by two years after its formation; or

b)If the Branches refuses to abide by the rules of the Association or the decisions of the delegates conference or the National Council or if it is in the opinion of the National Council guilty of conduct detrimental to the Association.

#### **Section 14.3 (Amended, 45th ADC, 14th June 2023)**

A decision to dissolve a Branch shall be by a majority vote at a meeting of the National Council, provided that before a decision is taken to dissolve a Branch on the ground stated in paragraph 14.2(b) above the Branch concerned shall be given 30 days' notice and an opportunity to answer the allegations.

#### **Section 14.4**

The order of dissolution shall be signed by the Secretary General. On receipt of such order the Branch shall cease to function except for the purpose of winding-up.

Any Branch aggrieved by an order of dissolution may, by notice in writing to the Secretary General within 32 days of its receipt, lodge and appeal to the annual delegates conference.

Notwithstanding such appeal, the order of dissolution shall be operative until set aside, but in such circumstances the National Council may appoint from among its members a caretaker committee to deal with the affairs of the Branch pending the hearing of the appeal.

#### **Section 14.5 (Amended, 45th ADC, 14th June 2023)**

In the event of a Branch being closed for the reason stated in paragraph 14.2(a) of this Rule, the National Council shall transfer the remaining members to the nearest Branch, and in the event of a Branch being closed for reason stated in paragraph 14.2(b) of this Rule, the members shall cease to be member of the Association.

#### **Section 14.6**

It shall be the responsibility of the Chairman, the Secretary and the Treasurer of such Branch to deliver to the Secretary General all books records money and other property in the possession of the Branch together with a statement of the accounts of the Branch from the date of the last submission of accounts to the date of the order of dissolution.

#### **Section 14.7**

If the members of a Branch decide to secede from the Association, its office bearers shall

forthwith deliver to the Secretary General all books, records, money and other property of the Association and shall forthwith prepare and deliver to the Secretary General a statement of account as stated in paragraph 14.6 above.

## Clause 15 **GENERAL MEETING OF BRANCH**

### Section 15.1

Every eligible member of a Branch of the Association shall have the right to attend, speak and vote at any general meeting of his Branch.

### Section 15.2 (Amended, 33rd ADC, 20th May 2011)

The Branch annual general meeting shall be held not later than 60 days after the receipt of the preliminary notice of the annual delegates conference, so that notice of time, date and place shall be given.

Copies of the agenda including minutes and annual reports and statement of account shall be sent by any form of mail or electronic mail to the Ordinary, Associate and Fellow members of the Branch not less than 14 days before the meeting.

Any Branch which fails to convene its Annual General Meeting for whatever reason shall not be eligible to send any delegate to the Annual Delegates Conference.

### Section 15.3 (Amended, 45th ADC, 14th June 2023)

(a)The business of the branch annual general meeting shall include:

(b)To elect its delegates to the delegates conference.

(c)To elect a Branch committee and to appoint Branch auditors for the coming term.

(d)To deal with any other matters that may be put before it.

### Section 15.4 (Amended, 18th ADC, 2nd June 1996)

A Branch extraordinary general meeting shall be convened:

(a)On the instruction of the National Council; or

(b)Whenever the Branch Committee deems it desirable; or

(c)At the request in writing of not fewer than 1/3 of the total number of members of the Branch, stating the objects and reasons for such meeting.

### Section 15.5

A Branch extraordinary general meeting requisitioned by members shall take place not later than fifteen days from the receipt of such requisition.

At least 7 days notice of meeting shall be given.

### Section 15.6 (Amended, 18th ADC, 2nd June 1996)

At least 25 voting members of the Branch must be present at any General meeting for its proceedings to be valid.

## Clause 16 **BRANCH COMMITTEE**

### Section 16.1A

A Branch Committee consisting of the following, who shall be termed the office bearers of the Branch, shall be elected at each Branch Annual General Meeting:

A Branch Chairman  
A Branch Vice-Chairman  
A Branch Secretary  
A Branch Assistant Secretary  
A Branch Treasurer  
Four Ordinary Committee Members

The election shall be biennially. The office bearers of the branch and every officer performing executive functions in the Branch shall be Malaysian citizens.

Branch Committee shall have the option to appoint a maximum of three additional Ordinary committee members. The Immediate Past Chairman who has served a full term as elected Chairman shall be a member of the Branch Committee.

An elected Branch Chairman shall be eligible to be an Immediate Past Chairman and also a member of the Branch Committee if he has served a full term.

An appointed Branch Chairman shall be eligible to be an Immediate Branch Chairman and also a member of the Branch Committee if he has served till the end of the remaining portion of the term of the elected Branch Chairman who has resigned or passed away.

The Branch Committee shall take office immediately upon being elected and shall serve for a term of two years.

### Section 16.1B

The nominee for the post of Branch Chairman should have served the Branch Committee in any capacity for the full term proceeding the date of election.

### Section 16.1C (Amended, 31st ADC, May 27, 2009)

An elected Branch Chairman shall not offer himself/herself as a candidate to be elected for the post of Branch Chairman after he/she has served the Branch for 2 consecutive terms.

### Section 16.2

All nominations to the branch Committee shall be proposed and seconded in writing on prescribed forms and shall reach the Branch Secretary no later than 14 days before the Branch Annual General Meeting.

No nominations shall be accepted from the floor during the Annual General Meeting. Election shall be by simple majority vote cast by ballot.

All nominees for election to the Branch Committee must have been either an Ordinary, Associate or Fellow members or any combination of the three (3) categories of membership (herein mentioned) of the Association for at least 12 months prior to the date of election.

The Election Chairman shall be appointed by the National Council before the Annual General Meeting and the Election Chairman shall examine the eligibility and qualifications of each

nominee for the particular office sought.

The Election Chairman will also preside over the election proceedings at the Annual General Meeting. If no nominations for any particular post are received as stipulated herein, the Election Chairman shall make a decision on the procedure, nomination and election for the post.

#### Section 16.3

The duties of the Branch Chairman shall be to manage the affairs of the Branch in accordance with the Rules of the Association and the instructions of the National Council and delegates conference.

It shall meet at least once a month, and one-half of its number shall form a quorum. The Branch Secretary shall forward a copy of the minutes of each meeting to the Secretary General not later than 14 days after the meeting. At least once 7 days notice of meeting shall be given.

### **Clause 17 DUTIES OF BRANCH OFFICE**

#### Section 17.1

The Chairman shall during his term of office preside at all general and committee meetings and shall be responsible for their proper conduct.

He shall have a casting vote and shall sign the minutes of each meeting at the time they are approved.

He shall, in conjunction with the Branch Secretary and Treasurer, sign all cheques on behalf of the Branch.

#### Section 17.2 (Amended, 31st ADC, May 27, 2009)

The Immediate Past Chairman shall be a member of the Branch Committee and shall be given responsibilities by the Branch Chairman.

#### Section 17.3

The Vice-Chairman shall deputize for the Chairman during the latter's absence.

#### Section 17.4

The Secretary shall conduct the business of the Branch in accordance with the rules of the Association, and shall carry out the instructions of the general meeting and of the committee.

He shall be responsible for conducting all correspondence and keeping all books including membership register, documents and papers except the accounts and financial records.

He shall attend all meetings and record the proceedings. In conjunction with the Chairman and Treasurer he shall sign all cheques on behalf of the Branch.

#### Section 17.5

The Assistant Secretary shall assist the Secretary in all the administrative work of the Branch and shall act for him in his absence.

#### Section 17.6

The Treasurer shall be responsible for the finance of the Branch.

He shall keep subscription book and other books of accounts of all its financial transactions and shall be responsible for their correctness.

He shall, in conjunction with Chairman and the Secretary, sign all cheques on behalf of the Branch.

#### Section 17.7

The Ordinary Committee members shall be given responsibilities and assigned duties by the Branch Chairman.

### Clause 18 **BRANCH FINANCIAL**

#### Section 18.1

All funds accumulated at the Head Office or the Branches of the Association shall be the common asset of the Association.

#### Section 18.2

The annual delegates conference shall decide from time to time the percentage of subscriptions to be held by Branches as Branch funds and shall also decide what types of expenditure shall be paid from Branch funds.

#### Section 18.3 (Amended, 18th ADC, 2nd June 1996)

Every Branch Treasurer shall forward to the Association Treasurer-General before the 15th of each month the full subscriptions.

The Treasurer-General shall refund to the Branch Treasurer the percentage to be retained as branch funds.

#### Section 18.4

The Branch Treasurer shall forward to the Association Treasurer before the 15th of each month a statement of the receipts and payments of the branch for the preceding month.

#### Section 18.5 (Amended, 18th ADC, 2nd June 1996)

All Branch funds shall be deposited in the name of the Branch in a bank to be approved by the National Council and the account shall be operated jointly by the Branch Chairman, the Branch Secretary and the Branch Treasurer.

The Branch Treasurer may hold a petty cash advance not exceeding RM300.00 at any time. No expenditure exceeding RM300.00 may be incurred at any one time by the Branch Chairman, Secretary or Treasurer acting together, without the prior sanction of the Branch Committee but must be subsequently ratified at the next convenient Committee Meeting.

No expenditure exceeding RM3,000.00 at any time shall be incurred without the prior sanction of the National Council.

This clause shall not bind expenditure item incurred for projects such as conventions, seminars, courses and programmes provided the Expenses Budget is pre-approved by the National Council and stays within the limits of the approved Budget.

#### Section 18.6

All monies, books and other property of the Association held by any Branch which is being dissolved shall be sent without delay by the Branch Secretary to the Secretary General together with a statement of accounts as stated in paragraph 14.6 and 14.7 of Clause 14.

## Clause 19 **GENERAL PROVISIONS REGARDING BRANCH**

### Section 19.1

Where no special provision has been made in these Rules for any matter relating to the management of the affairs of the Branches of the Association, the relevant rule relating to the management of the headquarters organisation shall be followed in so far as it is applicable.

### Section 19.2

The National Council may give instructions to the general meeting of Committee of any Branch regarding the management of its affairs.

## Clause 20 **AMENDMENTS OF RULES**

### Section 20

These Rules may not be altered or amended except by resolution of a delegates conference. The proposed amendments of the rules shall be forwarded to the Register of Societies within 28 days of being passed by the delegates conference. Such alterations or amendments shall take effect from the date of their approval by the Register of Societies.

## Clause 21 **INTERPRETATION**

### Section 21.1

Between annual general meetings the committee shall interpret the rules of the society and when necessary, determine any point on which the rules are silent.

### Section 21.2

Except where they are contrary to or inconsistent with the policy previously laid down by the general meeting, the decisions of the Committee shall be binding on all members of the Society unless and until countermanded by a resolution of a general meeting.

## Clause 22 **PROHIBITIONS**

### Section 22.1 (Amended, 45th ADC, 14th June 2023)

Any forms of illegal and/or immoral activities such as Prostitution, rape, sexual activities, bettings and/or gamings of all types involving unauthorized use of monies, any forms of banned drugs use under the respective Schedules of the Dangerous Drugs Act (DDA) 1952 shall be strictly and mandatorily prohibited within the surroundings of the office premises of the Association.

### Section 22.2 (Amended, 45th ADC, 14th June 2023)

Neither the Association nor its members shall attempt to restrict in any other manner interfere

with the trade or prices or engage in any Trade Union activities as defined in the Trade Union Ordinance, 1959.

Section 22.3 (Amended, 45th ADC, 14th June 2023)

The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its office bearers, committee or member without obtaining permission from all relevant Government authorities.

## Clause 23 FLAG AND SYMBOL

### 1. Flag

#### 1. Description (Amended, 1st EDC, 18th February 2001)

Three persons share and row in a single boat. This symbolizes collective human effort and disciplinary character of human being.

It also symbolizes that NAMLIFA's members would work closely together for their destination and to maintain unity with harmony and co-operation.

#### 2. Small Circle enclosing the triangle within means the application of Ethical Conduct in commerce.

#### 3. Colour Scheme

Red is Awareness and Caution

Blue is Loyalty and Sincerity

### 2. Symbol

#### 1. Description (Amended, 1st EDC, 18th February 2001)

Three persons share and row in a single boat. This symbolizes collective human effort and disciplinary character of human being.

It also symbolizes that NAMLIFA's members would work closely together for their destination and to maintain unity with harmony and co-operation.

#### 1. Small Circle enclosing the triangle within means the application of Ethical Conduct in commerce.

#### 2. Colour Scheme

Red is Awareness and Caution

Blue is Loyalty and Sincerity

## Clause 24 DEFINITIONS

Section 24.1 (Amended, 45th ADC, 14th June 2023)

Life Insurance Company shall mean any company which is conducting the business of Life Insurance and Family Takaful under the Financial Services Act 2013 and Islamic Financial Services Act (IFSA) 2013.

Section 24.2 (Amended, 45th ADC, 14th June 2023)

Insurer shall mean a Life Insurance Company as defined above.

Section 24.3 (Amended, 45th ADC, 14th June 2023)

Life Insurance and Family Takaful Advisors shall mean a person, the major part of whose time is engaged in the sale of Life Insurance and/or Family Takaful business for any one Life Insurance Company, who holds a full appointment and is a recognized member of the Field Force of such a Life Insurance Company and/or Family Takaful is not employed in an administrative capacity as the staff of the company.

Section 24.4 (Amended, 45th ADC, 14th June 2023)

Association shall mean the PERSATUAN KEBANGSAAN PENASIHAT INSURANS HAYAT DAN TAKAFUL KELUARGA MALAYSIA (NATIONAL ASSOCIATION OF MALAYSIAN LIFE INSURANCE AND FAMILY TAKAFUL ADVISORS) in short, NAMLIFA.

Section 24.5 (Amended, 45th ADC, 14th June 2023)

The Act shall mean the Financial Services Act (FSA) 2013 and Islamic Financial Services Act (IFSA) 2013 and any other Act for the time being enforced in Malaysia amending or replacing the same.

Section 24.6 (Amended, 45th ADC, 14th June 2023)

State shall mean a State of Malaysia.

Section 24.7 (Amended, 45th ADC, 14th June 2023)

Territory shall mean an area administered by or under the authority of Malaysia.

Section 24.8 (Amended, 45th ADC, 14th June 2023)

The Rules shall mean the Rules in this constitution and any amendments thereof for the time being enforced.

Section 24.9 (Amended, 45th ADC, 14th June 2023)

Words importing the singular member only shall include the plural member and words importing the plural member only shall include the singular member.

Section 24.10 (Amended, 45th ADC, 14th June 2023)

Words importing the masculine gender only shall include the feminine.

Section 24.11 (Amended, 45th ADC, 14th June 2023)

Words importing persons shall include corporation.

## Clause 25 **FINANCIAL AND LIFE PRACTITIONERS COUNCIL (FLPC) BOARD**

Section 25.1A Aims and Objectives

The purpose of the Financial and Life Practitioners Council Board or FLPC is to improve and elevate the theories, practices and general knowledge and competence of persons engaged in financial services such as Life Insurance, Financial Planning and other Financial Services.

**Section 25.2B Scope of Powers (Amended, 26th ADC, 27th May 2004)**

The FLPC is made up of a Board known as the FLPC Board or Board hereafter. The Board is empowered to act upon approval of the National Council under this Clause 25.1A, on matters relating to education and training, but must report to the National Council and the ADC on major activities and changes made at the earliest date.

The National Council, on behalf of the ADC shall intervene where the Board has acted against the interest of the Association or its members.

The Board functions to provide for, manage and regulate the training and education of members of the Association by lecturers and other means, to test by examinations or otherwise the qualifications of such members and other persons desirous of being enrolled as members of the Association, and to confer such persons such as titles and designations as may be deemed expedient.

**Section 25.3C Office Bearers (Amended, 26th ADC, 27th May 2004)**

Except for the Board Chairperson who must be at least an ordinary member of the Association, a Board member may be a person holding any of the Associations membership, including an Affiliate membership.

The President of the Association shall automatically be a Board Member and ex-officio of the Board (if he or she is not already a Board member) and may appoint National Council members to represent him/her in meetings where he or she cannot attend.

The FLPC Board of Directors shall consist of the following Office Bearers

1. Chairperson
2. President of the Association or his appointed representative
3. Immediate Past Chairperson
4. Branch & Alumni Director
5. Examination Director
6. CPD & Compliance Director
7. Two (2) Directors without specific portfolios
8. Directors deemed expedient by the Board

Each Branch shall have a Branch FLPC Director recommended by the representative Branch and appointed by the FLPC Board.

All Branch FLPC Directors are required to form a committee to promote the FLPC programmes and activities and shall report to the FLPC Board.

Only members of the Board have voting powers.

The Financial and Life Practitioners Council (FLPC) Board shall consist of a Board of Directors. Hereafter, they are referred to also as the FLPC Board or the Board.

The Board Chairperson with the recommendation of the National Council shall be appointed by the delegates at the ADC once in two years to coincide with the election of the National Council members or at any EDC.

The Board Chairperson shall be a FChFP designee and has served as a Board Member in any previous terms.

The appointment is made once every two-year term to coincide with the election of the National Council members.

The delegates present at the ADC may propose a candidate or candidates during the ADC meeting. In cases where there is more than one candidate, the appointment of the Board chairman shall be decided by way of vote through secret ballot.

In the absence of new proposal(s) or appointment, the present Board Chairperson shall automatically continue to serve for another 2 year term.

Once appointed, the Board Chairperson shall automatically sit in the National Council as a member if he or she is not elected. Should the Board Chairperson resign at anytime during his or her term, the deputy chairperson takes over for the rest of the term.

The Board Chairperson shall appoint appropriate members to the Board. All the Board members report to the Board Chairperson.

A Board Member, other than the Chairperson who must be a FChFP, must hold at least one qualification in the area of financial services approved by the FLPC Board.

**Section 25.4 Duties and Powers of the FLPC Board of Directors**  
(Amended, 26th ADC, 27th May 2004)

To confer professional designations based on completion of certain developmental programme and other requirements. The designation are listed as below in Clause 25.5

**Section 25.5 Designations Conferred by the Association**  
(Amended, 26th ADC, 27th May 2004)  
Certified Personal Insurance Planner (CPIP)  
Certified Life Planner & Marketer (CLPM)  
Fellow, Certified Life Practitioner (FLPC)

**Section 25.6 (Amended, 26th ADC, 27th May 2004)**  
Licensed by Asia Pacific Financial Services Association (APFinSA) and Conferred by the Association  
Fellow Chartered Financial Practitioner (FChFP)  
Chartered Life Practitioner (ChLP)  
Chartered Investment and Finance Practitioner  
Chartered Agency and Practice Manager (ChAPM)

The Fellow Chartered Financial Practitioner Designation or FChFP is the highest designation conferred by the FLPC Board.

FChFP Designees are required to adhere to the Code of Ethics and Professional Obligations introduced by the Board and other requirements introduced by the Board from time to time.

Where deemed necessary by the FLPC Board of Directors may decide to modify, change or substitute designations to fit circumstances. The FLPC Board of Directors has the right to introduce new designations or new modules where they consider appropriate or needed.

To enforce and further enhance the Code of Ethics and Professional Obligations of the FLPC.

To develop professional programmes or continuation professional development programme, eg. professional mastery programmes, technical workshop and seminars that are beneficial to its members.

To appoint education providers for our programmes.

To conduct seminars and workshop on insurance and financial services for the public at large, where it will enhance the image of its members.

To assess, decide and remunerate contributors appropriately for work done in connection to the respective development programme.

Section 25.7 Development and Education Fund (Amended, 47th ADC, 19th June 2025)

A separate fund from the Association main account, called FLPC Development and Education Fund or DE Fund may be set – up to operate the programmes developed by the FLPC Board.

The earnings and costs attributable to the programmes developed by the FLPC Board will be accounted for separately from the main accounts of the Association, and any surplus will be used primarily to further the FLPC programmes.

Where an emergency need arises, or where there is insufficient fund in the DE Fund, and with the

approval of the President or the Deputy President (in the absence of the President), the Board may

use funds from the main account to fund operation. Any such exigency must be reported to the National Council at the earliest possible.

An Annual Budget prepared and approved by the FLPC Board should be presented to the National Council.

## Clause 26 CONVENTIONS AND SPEAKERS STANDARDS BOARD (CSSB)

Section 26.1 Aims and Objectives (Amended, 34th ADC, 29th May 2012)

The purpose of the Conventions and Speakers Standards Board is to establish and improve policies and guidelines for organizing conventions, AKARD Awards and seminars to serve the needs of members or persons engaged in financial services including life insurance.

Section 26.2 Scope of Powers (Amended, 26th ADC, 27th May 2004)

The Board is empowered to act upon approval of the National Council under this clause 27.1, on matters relating to conventions and seminars but must report to the National Council and the ADC on major activities and charges made at the earliest date. The National Council, on behalf of the ADC shall intervene where the Board has acted against the interest of the Association or its members.

The function of the Board is to plan, monitor, regulate and assist the Organizing Committee on all conventions and seminars to ensure smooth organization of the events.

Section 26.3 Office Bearers (Amended, 26th ADC, 27th May 2004)

The Conventions and Speakers Standards Board shall consist of a Board Chairperson and Board of Directors. The Board Chairperson with the recommendation of the National Council will be

appointed by the ADC or any EDC once in two years to coincide with the election of the National Council members. The delegates present at the ADC may propose another candidate or candidates during the ADC meeting. In such circumstances where there is more than one candidate, the appointment shall be decided by way of vote through secret ballot.

Once appointed, the Board Chairperson will automatically sit in the National Council as a member. Should the Board Chairperson resign at any time during his or her term, the National Council may make a new appointment to replace the Board Chairperson for the rest of the term. The Board Chairperson will in turn appoint appropriate members to the Board, and all the Board Directors shall report to the Board Chairperson.

The Conventions and Speakers Standards Board of Directors shall consist of the following Office Bearers:

1. Board Chairperson
2. Marketing Board Director
3. Finance Board Director
4. Speakers Board Director
5. Protocol Board Director
6. Directors of other portfolios deemed expedient by the Board Chairman

The Board Chairperson shall appoint appropriate members to the Board including the appointment of the Organizing Chairperson. All the Board members report to the Board Chairperson.

The President of the Association will automatically be a member and ex-officio of the Board (if he is not a Board Member) and may appoint National Council members to represent him in meetings where he or she cannot attend.

## Clause 27 **LAMPIRAN**

1. Bendera



Keterangan bendera:

2. Lambang



Keterangan Lambang: