

INSURANCE

SCHEME OF EXAMINATION

There will be two papers, Paper 1 and Paper 2 which will be a composite paper and will be taken at one sitting.

PAPER 1 will consist of fifty compulsory multiple choice questions which will last for 50 minutes and carry 50 marks.

PAPER 2 will consist of two sections, Section A and Section B. The paper will last for 2 hours and carry 80 marks.

Section A will consist of a compulsory case study between 200 and 250 words and a question on it. The section will carry 20 marks.

Section B will consist of six essay questions, out of which candidates will be required to answer any four of them. Questions in the section will carry 15 marks each.

DETAILED SYLLABUS

NO	CONTENTS	NOTES
1.	INTRODUCTION	<ul style="list-style-type: none">i. Meaningii. Historical development<ul style="list-style-type: none">-Pre and Post independence era and Legislationsiii. Insurance contracts<ul style="list-style-type: none">- Parties to Insurance contract- Essential features of Insurance contractiv. Risks:<ul style="list-style-type: none">- Meaning.- Effect of risks on the society.- Classification of risks.- Insurable and un-insurable risk.v. Hazards:<ul style="list-style-type: none">- Meaning.- types.vi. Functions of Insurance:<ul style="list-style-type: none">- Primary functions.- Secondary functions.vii. Benefits of Insuranceviii. Perils:<ul style="list-style-type: none">- Meaning- Differences among perils, risks and hazards.

2.	<p>PRINCIPLES OF INSURANCE:</p> <ul style="list-style-type: none"> (1) Insurable Interest (2) Utmost Good Faith (3) Proximate Cause (4) Indemnity (5) Subrogation (6) Contribution 	<ul style="list-style-type: none"> (1) <u>Insurable Interest</u> <ul style="list-style-type: none"> i. Meaning ii. Essential features of insurable interest iii. Application of insurable interest in life assurance and property insurance (2) <u>Utmost Good Faith</u> <ul style="list-style-type: none"> i. Meaning ii. Insured and insurer's duty of disclosure iii. Breaches and effects (3) <u>Proximate Cause</u> <ul style="list-style-type: none"> i. Meaning ii. Application of proximate cause on claims (4) <u>Indemnity</u> <ul style="list-style-type: none"> i. Meaning ii. Methods of providing indemnity by insurer iii. Application of indemnity in property and liability insurance (5) <u>Subrogation</u> <ul style="list-style-type: none"> i. Meaning ii. Insurer's right under Subrogation iii. Insured's duty under Subrogation (6) <u>Contribution</u> <ul style="list-style-type: none"> i. Meaning ii. Application iii. Conditions necessary for contribution
3	<p>DOCUMENTS USED IN EFFECTING CONTRACT</p> <ul style="list-style-type: none"> (1) Proposal Forms (2) Cover Notes (3) Certificate Of Insurance 	<ul style="list-style-type: none"> (1) <u>Proposal Forms</u> <ul style="list-style-type: none"> i. Meaning ii. Functions and uses iii. Contracts where proposal forms are used (2) <u>Cover Notes</u>

	(4) Policy	<ul style="list-style-type: none"> i. Meaning ii. Contents of Cover notes iii. Functions and uses of Cover notes iv. Contracts where Cover notes are issued <p>(3) <u>Certificate of Insurance</u></p> <ul style="list-style-type: none"> i. Meaning ii. Certificate of Insurance in <ul style="list-style-type: none"> - Motor - Marine - Employer's liability <p>(4) <u>Policy</u></p> <ul style="list-style-type: none"> i. Meaning ii. Component parts of a policy iii. Parties to a policy
4.	<p>INSURANCE PRACTICE</p> <ul style="list-style-type: none"> 1) Re- insurance (2) Insurance Renewals (3) Insurance Claims (4) Insurance Premium 	<p>(1) <u>Re –insurance</u></p> <ul style="list-style-type: none"> i. Meaning. ii. Forms (Facultative and Treaty). iii. Functions. iv. Uses. <p>(2) <u>Insurance Renewals</u></p> <ul style="list-style-type: none"> i. Meaning of renewal notice ii. Renewal procedure iii. Legal status of renewal notice iv. No claim Discount (NCD)- meaning and uses v. Long term Agreement (LTA) – meaning and uses <p>(3) <u>Insurance Claims</u></p> <ul style="list-style-type: none"> i. Meaning of claims ii. Claim procedure <ul style="list-style-type: none"> - Notification - Documentation (Claim forms) - Investigation - Discharge voucher - Payment iii. Duties of the Insured and the

		<p>underwriter in claims</p> <p>iv. Functions of Loss Assessors and Loss Adjusters.</p> <p>(4) <u>Insurance Premium</u></p> <p>i. Meaning</p> <p>ii. Factors to be considered when determining a premium</p> <p>iii. Factors responsible for loading premium</p> <p>iv. Return premium</p> <ul style="list-style-type: none"> - Partial and full return - Reasons for returning premium
6.	<p>NON – LIFE INSURANCE PRODUCT</p> <p>(1) Motor Insurance</p> <p>(2) Fire Insurance</p> <p>(3) Theft Insurance and Burglary Insurance</p> <p>(4) Money Insurance</p> <p>(5) Fidelity Guarantee Insurance</p> <p>(6) Engineering Insurance</p> <p>(7) Marine Insurance</p> <p>(8) Aviation Insurance</p> <p>(9) Employer's liability</p> <p>(10) Public liability</p> <p>(11) Professional Indemnity</p> <p>(12) Business Interruption Insurance(Consequential loss)</p> <p>(13) Personal Accident Insurance</p>	<p>(1) <u>Motor Insurance</u></p> <p>i. Meaning</p> <p>ii. Types of policies in Motor Insurance</p> <ul style="list-style-type: none"> - Private car - Commercial vehicle - Motorcycle - Agricultural and Forestry vehicle - Special types (fork lifts, Tractors , caterpillars) <p>iii. The scope of cover</p> <ul style="list-style-type: none"> - Act only - Third party only - Third party, fire and theft - Comprehensive <p>vi. ECOWAS Brown Card (meaning and uses)</p> <p>(2) <u>Fire Insurance</u></p> <p>i. Meaning</p> <p>ii. Standard fire policy cover</p> <p>iii. Special perils (earthquake, flood, riot and strike)</p> <p>iv. Properties covered</p> <ul style="list-style-type: none"> - Building and its contents

		<ul style="list-style-type: none"> - Machinery and plant - Stocks v. Buyers of fire insurance <ul style="list-style-type: none"> - Individuals - Corporate bodies - Government agencies <p>(3) <u>Theft Insurance and Burglary Insurance</u></p> <p>i. Meaning</p> <p>ii. Properties covered</p> <ul style="list-style-type: none"> - Household properties - Stocks - Machinery and Plants <p>iii. Theft insurance and Burglary Insurance in business and private premises</p> <p>iv. Differences between Theft Insurance and Burglary Insurance</p> <p>(4) <u>Money Insurance</u></p> <p>i. Meaning</p> <p>ii. What constitutes money (cash, cheque, postal order)</p> <p>iii. Types of cover available</p> <ul style="list-style-type: none"> - In transit only - In safe or strong room after business hours - In custody of a staff e g cashier <p>(5) <u>Fidelity Guarantee Insurance</u></p> <p>i. Meaning</p> <p>ii. Types of policies in fidelity guarantee Insurance</p> <ul style="list-style-type: none"> - Named policy - Position policy - Blanket policy <p>iii. Bond (meaning)</p> <p>iv. Differences between commercial guarantee and bonds.</p> <p>(6) <u>Engineering Insurance</u></p> <p>i. Meaning</p> <p>ii. types of engineering Insurance</p>
--	--	---

		<ul style="list-style-type: none"> - Boiler - Explosion - Computer all risks iii. Scope of Engineering Insurance - Material damage - Liability cover <p>(7) <u>Marine insurance</u></p> <ul style="list-style-type: none"> i. Meaning ii. Marine perils iii. Type of cover - Hull policy - Cargo policy - Freight policy <p>(8) <u>Aviation Insurance</u></p> <ul style="list-style-type: none"> i. Meaning ii. Types of Aviation policy - Aviation hull policy - Cargo policy - Freight policy - Liability arising from aircraft operation - Liability to passengers and non-passengers iii. Aviation risks iv. Factors affecting v. International regulations of Aviation Insurance - Montrel Convention - Hague Rule - Warsaw convention <p>(9) <u>Employer's Liability</u></p> <ul style="list-style-type: none"> i. Meaning ii. Policy covered (employees compensation policy) iii. Level of benefits payable iv. Perils covered <p>(10) <u>Public Liability Insurance</u></p> <ul style="list-style-type: none"> i. Meaning ii. Types - Personal liability policy - Product liability policy <p>(11) <u>Professional Indemnity</u></p>
--	--	---

		<p>i. meaning</p> <p>ii. Professionals that require professional indemnity (Doctors, Lawyers, Insurance brokers, Accountant, Architects)</p> <p>(12) <u>Business Interruption Insurance</u></p> <p>i. Meaning (consequential loss)</p> <p>ii. Causes of business interruption</p> <ul style="list-style-type: none"> - Machinery breakdown - Fire Incident <p>(13) <u>Personal Accident Insurance</u></p> <p>i. Meaning</p> <p>ii. Risks covered:</p> <ul style="list-style-type: none"> - Death - Bodily injury - Permanent disability - Total temporary disability - Medical expenses <p>iii. Forms of personal Accident Insurance (personal and group)</p> <p>iv. Benefits (Death, Bodily Injury and medical expenses)</p> <p>v. Buys of personal and group accident policy</p>
7.	INSURANCE MARKET (OPERATORS)	<p>i. Meaning</p> <p>ii. Market Operators</p> <p>(a) Insurance Companies</p> <p>(b) Reinsurance Companies</p> <p>(c) Insurance Intermediaries (Brokers and Agents)</p> <p>(d) Insurance Buyers</p> <ul style="list-style-type: none"> - Individual and private - Corporate and public institutions <p>(e) Insurance Sellers</p> <ul style="list-style-type: none"> - Insurance Companies - Re-insurance Companies <p>(f) Supporting Services (Assessor and</p>

		Loss Adjusters)
8.	<p>INSURANCE REGULATOR</p> <p>(1) Nigerian Insurance Association (NIA)</p> <p>(2) Nigerian Council of Registered Insurance Brokers (NCRIB)</p> <p>(3) Institute of Loss Adjusters of Nigeria (ILAN)</p> <p>(4) National Insurance Commission (NAICOM)</p> <p>(5) Chartered Insurance institute of Nigeria (CIIN)</p>	<p>(i) Meaning</p> <p>(ii) Role/ Functions</p> <p>(iii) Purpose</p> <p>(iv) Membership</p>
9.	COMMON INSURANCE TERMINOLOGIES	<p>Meaning of</p> <p>i. Hazards</p> <p>ii. Perils</p> <p>iii. Concealment</p> <p>iv. Disclosure</p> <p>v. Days of grace</p> <p>vi. Ex- gratia payment</p> <p>vii. Extra- premium</p> <p>viii. Endorsement</p> <p>ix. Excepted perils</p> <p>x. Subject matter of Insurance</p> <p>xi. Under Insurance</p> <p>xii. Return Premium</p> <p>xiv. Surrender Value</p> <p>xv. Cover note.</p>

SUGGESTED READING LIST

1. Insurance for Beginners By OLOYEDE, F. A. and RAUF-LAWAL, S. A.
2. Introduction to Insurance By Robert Ngarakwe and Dr. Nwezeaku, N. C.
3. Principles and Practice of Insurance By Robert Ngarakwe and Dr. Nwezeaku, N. C.
4. Insurance Fundamentals By Adeola Banjo, K. (Mrs.)
5. Principles and Practice of Insurance Adeola Banjo, K. (Mrs)
6. Introduction to Insurance – A Nigeria Perspective By Victor I. Okonkwo.
7. Insurance For Beginners By Rauf- Lawal, Semiu A. O