



TAKAFUL STARNITE AWARDS GUIDELINES

Malaysian
Takaful
Association

Guidelines for Nomination

Members of Companies are invited to nominate any fellow employee or agents that demonstrating exceptional work performance. As defined by the Organising Committee, collected contributions refer to paid and in-force Certificates for the period from 1st January to 31 December 2017.

1. AWARDS CATEGORY

CATEGORY A : FAMILY TAKAFUL INDIVIDUAL BUSINESS

- i. Top Rookie Agent
- ii. Top Agent
- iii. Top Unit Manager
- iv. Top Agency Manager (Direct)
- v. Top Agency Manager (Group)
- vi. Top Recruiter (Leaders)
- vii. Quality Business Awards Category (Leader)
- viii. Quality Business Awards Category (Agent)

CATEGORY B : FAMILY TAKAFUL – GROUP BUSINESS

- i. Top Group Business Producer (Individual Agent / Sole Proprietor)
- ii. Top Group Business Corporate Agency

CATEGORY C : GENERAL TAKAFUL

- i. Top Individual Agent
- ii. Top Corporate Agent

CATEGORY D : BANCATAKAFUL

- i. Top Banca Takaful Producer (Bank Marketing Staff)

CATEGORY E : INSTITUTION

- i. Best Takaful Operator – Bancatakaful Business
- ii. Best Takaful Operator – Agency Family Takaful Business
- iii. Best Bancatakaful Partner - Financial Institution (FI)
- iv. Best Takaful Operator – General Takaful Business

CATEGORY F : SPECIAL AWARDS

- i. Young Takaful Manager
- ii. Corporate Social Responsibility (CSR)
- iii. MTA member companies' Top Agency/Agent/Intermediaries
- iv. Innovation award

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2. AWARDS CRITERIA

CATEGORY A : FAMILY TAKAFUL INDIVIDUAL BUSINESS	
Categories	Criteria
Top Rookie Agent	<ul style="list-style-type: none"> Based on current year collected contribution (CYCC) minimum RM100,000 (Ringgit Malaysia One Hundred Thousand). Attaining current year persistency level of minimum 90%. Agents recruited or appointed from 1 January to 31 December 2017. Minimum 6 cases
Top Agent	<ul style="list-style-type: none"> Based on first year collected contribution (FYCC) minimum RM300,000 (Ringgit Malaysia Three Hundred Thousand). FYCC will be recognized on Family Takaful individual cases only. FYCC will account 100% from the regular contribution (Ordinary or Investment-linked) and 10% for Single Contribution Investment-Linked (10% Single contribution must not exceed 50% of regular contribution). Excluding group business, MRTT or any other credit related Takaful contribution. Attaining a first year persistency level of minimum 85% (based on BNM calculation). For a business less than 12 months, the minimum persistency level is 90% of current year contribution.
Top Unit Manager	<ul style="list-style-type: none"> Based on first year collected contribution (FYCC) minimum RM750,000(Ringgit Malaysia Seven Hundred and Fifty Thousand) FYCC will be recognized on Family Takaful individual cases only. FYCC will account 100% from the regular contribution (Ordinary or Investment-linked) and 10% for Single Contribution Investment-Linked (10% Single contribution must not exceed 50% of regular contribution). Excluding group business, MRTT or any other credit related Takaful contribution. Attaining a first year persistency level of minimum 85% (based on BNM calculation). Unit Manager Direct Unit production only.
Top Agency Manager (Direct)	<ul style="list-style-type: none"> Based on first year collected contribution (FYCC) minimum RM750,000(Ringgit Malaysia Seven Hundred and Fifty Thousand). FYCC will be recognized on Family Takaful Individual cases only. FYCC will account 100% from the regular contribution (Ordinary or Investment-linked) and 10% for Single Contribution Investment-Linked (10% Single contribution must not exceed 50% of regular contribution). Excluding group business, MRTT or any other credit related Takaful contribution. Attaining a first year persistency level of minimum 85%. (Within the contest period) No spin-off group will be counted in the total production.
Top Agency Manager (Group)	<ul style="list-style-type: none"> Based on first year collected contribution (FYCC) minimum RM1,000,000 (Ringgit Malaysia One Million). FYCC will be recognized on Family Takaful Individual cases only. FYCC will account 100% from the regular contribution (Ordinary or Investment-linked) and 10% for Single Contribution Investment-Linked (10% Single contribution must not exceed 50% of regular contribution). Excluding group business, MRTT or any other credit related Takaful contribution. Net of cancelled from inception contracts and attaining a first year persistency level of minimum 85%.

CATEGORY A : FAMILY TAKAFUL INDIVIDUAL BUSINESS

Top Recruiter (Leaders)	<ul style="list-style-type: none"> • Based on the number of new active agents in January to December 2017. • Only recruited agents with minimum Six (6) cases with minimum RM6,000 (Ringgit Malaysia Six Thousand) Current Year Collected Contribution (CYCC) in the year to be counted. • Direct Agency leader only. • In the event of a tie, the production from the new recruits will determine the winner (production of a total new recruits) • A list of new recruits with the number of cases and total production must be submitted to the Secretariat.
Quality Business Awards (Leader)	<ul style="list-style-type: none"> • Based on business from January to December 2017 • Production minimum RM750,000 (Ringgit Malaysia Seven Hundred and Fifty Thousand) first year collected contribution (FYCC) FYCC will be recognized only on Family Takaful Individual cases only. FYCC will account 100% from the regular contribution (Ordinary or Investment-linked) and 10% for Single Contribution Investment-Linked (10% Single contribution must not exceed 50% of regular contribution). • Excluding group business, MRTT or any other credit related Takaful contribution. • Persistency of 90% first year and 80% for second year (based on BNM calculation).
Quality Business Awards (Agent)	<ul style="list-style-type: none"> • Based on business from January to December 2017 • Production minimum RM500,000 (Ringgit Malaysia Five Hundred Thousand) first year collected contribution (FYCC). • FYCC will be recognized on Family Takaful Individual cases only. FYCC will account 100% from the regular contribution (Ordinary or Investment-linked) and 10% for Single Contribution Investment-Linked (10% Single contribution must not exceed 50% of regular contribution). • Excluding group business, MRTT or any other credit related Takaful contribution. • Persistency of 90% first year and 80% for second year (based on BNM calculation).

CATEGORY B : FAMILY TAKAFUL – GROUP BUSINESS

Categories	Criteria
Top Group Business Producer (Individual Agent/Sole Proprietor)	<ul style="list-style-type: none"> • Based on first year collected contribution (FYCC). • FYCC will be recognized only on Family Takaful. • FYCC will account 100% from the regular contribution (Ordinary or Investment-linked) and 10% for Single Contribution Investment-Linked (10% Single contribution must not exceed 50% of regular contribution). • For Sole Proprietor, MTA code is compulsory and must be provided in the nomination form.
Top Group Business Corporate Agency	<ul style="list-style-type: none"> • Based on first year collected contribution (FYCC). • FYCC will be recognized only on Family Takaful. FYCC will account 100% from the regular contribution (Ordinary or Investment-linked) and 10% for Single Contribution Investment-Linked (10% Single contribution must not exceed 50% of regular contribution).

CATEGORY C : GENERAL TAKAFUL

Categories	Criteria
Top Individual Agent	<ul style="list-style-type: none"> • Highest collected contribution. • Net Claims not exceeding 60% of the total contribution. • Outstanding contribution less than 3 month not exceeding 5% from the total contribution as at 31 December 2017
Top Corporate Agent	<ul style="list-style-type: none"> • Highest collected contribution. • Net Claims not exceeding 60% of the total contribution. • Outstanding contribution less than 3 month not exceeding 5% from the total contribution as at 31 December 2017

CATEGORY D : BANCATAKAFUL

Categories	Criteria
Top Banca Takaful Producer (Bank Marketing Staff)	<ul style="list-style-type: none"> • Based on first year collected contribution (FYCC). • Will recognize on Family Takaful Individual cases only. • FYCC will account 100% from the regular contribution (Ordinary or Investment-linked) and 10% for Single Contribution Investment-Linked (10% Single contribution must not exceed 50% of regular contribution). • Excluding group business, MRTT or any other credit related Takaful contribution. • Attaining a first-year persistency level of minimum 85% (based on BNM calculation).

CATEGORY E: INSTITUTION (TAKAFUL OPERATORS AND PARTNERS)

Categories	Criteria
Best Takaful Operator – Bancatakaful Business	<ul style="list-style-type: none"> • Based on Annualised Contribution Equivalent (ACE) • Will recognize Family Takaful only. • ACE will account 100% from the regular contribution (Ordinary or Investment-linked) and 10% for Single Contribution (10% Single contribution must not exceed 50% of regular contribution). • Credit related products and group business (e.g. Mortgage Reducing Term Takaful and Government of Malaysia Treasury Business) are excluded and are not to be taken into consideration. • <i>Based on business from 1 January to 31 December 2017</i>
Best Takaful Operator – Agency Family Takaful Business	<ul style="list-style-type: none"> • Based on business from January to December • Based on first year collected contribution (FYCC). • FYCC will be recognized on Family Takaful cases only. • FYCC will count 100% from regular contribution (Ordinary or Investment-Linked) and 10% for Single Contribution Investment – Linked (10% Single contribution must not exceed 50% of regular contribution). • Excluding Group business, MRTT or any other credit related Takaful contribution.
Best Bancatakaful Partner – Financial Institution (FI)	<ul style="list-style-type: none"> • Based on Annualised Contribution Equivalent (ACE) • Will recognize Family Takaful only. • ACE will account 100% from the regular contribution (Ordinary or Investment-linked) and 10% for Single Contribution (10% Single contribution must not exceed 50% of regular contribution). • Credit related products and group business (e.g. Mortgage Reducing Term Takaful and Government of Malaysia Treasury Business) are excluded and are not to be taken into consideration. • The total production of the FI will be counted by combining the productions submitted by each Takaful Operators.

CATEGORY E: INSTITUTION (TAKAFUL OPERATORS AND PARTNERS)

Best Takaful Operator – General Takaful Business	<ul style="list-style-type: none"> • Best General business service provider/contributor of Takaful products and services. • Based on business from January to December 2017 • Based on First Year Collected Contribution for regular contribution and the total contributions for General Takaful Business. • Based on gross contributions, nett contributions and loss ratio for the General Takaful business • Nomination by the industry by referring to ISM reports
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CATEGORY F : Special Awards

Categories	Criteria
Young Takaful Manager	<ul style="list-style-type: none"> • 40 Years old and below as at 2018 • Minimum 3 years in Takaful Industry • Have shown outstanding leadership within the company and Takaful industry • Innovative and creative in implementing company initiatives or managing people or business • Have successfully undertaken a very difficult leadership or business challenge • Have contributed positively to the company or Takaful industry either through company based or industry initiative projects • Have been actively promoting the Takaful Awareness agenda • Submission of an essay about the nominee achievements and contributions to the Takaful industry not more than 500 words.
Corporate Responsibility (CSR)	<p style="text-align: center;">Social</p> <ul style="list-style-type: none"> • Project Details • Objectives • Impact on community • Sustainability • Management and staff involvement • Reasons why the projects contribute to CSR Excellence • Implementation (How was this project implemented? What was its coverage in terms of community participation? What was the time period of the project?) • The key challenges faced by the companies in planning and implementing the projects • Other Information (Provide any other relevant information about the project that you feel is important to include)
MTA member companies' Top Agency/Agent/Intermediaries	<ul style="list-style-type: none"> • Each company is at liberty as to how the assessment of the top agency/agent/intermediaries is made. • It can be in terms of production or commitment or loyalty to the company.
Innovation Award	<ul style="list-style-type: none"> • TO must submit only One (1) of their Best Innovative Project/Initiative that have been implemented and launched in year 2017. The Project/Initiative must be implemented and launched in year 2017 (Not the project which is still in the pipeline, Not just the idea of the project or The project that have not yet launched) • The Project/Initiative implemented and launched must be supporting the improvement of this area: <ol style="list-style-type: none"> a. Product Offerings (from Agency, Banca, Group or etc.) b. System Improvement (Related to Sales Channel, example: Paper less submission by using the Online Submission) c. Marketing Campaign (TV, Radio, Paper or Digital that giving huge impact to the company's market performance, customer and industry)

3. TERMS AND CONDITIONS

- a. Each nomination form must **endorsed** by the Chief Executive Officer (“CEO”).
- b. Summary IT system generated support by each category and endorsed by the CEO and Head of Agency Department of the takaful operator confirming that the collected contributions relate to paid and in-force Certificates for the period from **1st January to 31st December 2017**.
- c. For **Young Takaful Award**, please write an essay about the nominee achievements and contributions to the Takaful industry not more than 500 words. Please attach the relevant profile of the staff i.e. employment period, qualifications, working experiences and job responsibilities. The interview session will be held for evaluation.
- d. For **CSR Award** and **Innovation Award**, please attach the relevant write up of CSR/Innovation Activities, photos or report. The evaluation session will be carried out for this award.
- e. All nomination should forward to:

CEO/Executive Secretary
Malaysian Takaful Association
21st Floor, Main Block, Menara Takaful Malaysia
Jalan Sultan Sulaiman, 50000 Kuala Lumpur.

- f. Closing date:

Category	Closing date
Category A, B, C, D, E	15 February 2018
Category F	31 January 2018

Any nomination received after the stipulated closing date will not be considered.

4. CHECKLIST

Please tick (√) to ensure that nomination package is included the following:

- Completed nomination form including all contact information for the nominees and award category
- Summary IT system generated support by each category and endorsed by the CEO and Head of Agency Department of the Takaful operator confirming that the collected contributions relate to paid and in-force Certificates for the period from **1st January to 31st December 2017**.
- Young Takaful Award Category
 - Essay about the nominee achievements and contributions to the Takaful industry not more than 500 words.
 - Relevant profile of the staff i.e. employment period, qualifications, working experiences and job responsibilities.
- Corporate Social Responsibility (CSR)
 - Project Detail
 - Relevant write up of CSR Activities
 - Photos or video clips
- Innovation Award
 - Project Detail
 - Relevant information/write up of the project / activities
 - Photos or video clips etc.