**INSURANCE**

**SCHEME OF EXAMINATION**

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

**PAPER 1:** Will consist of 50 compulsory multiple choice questions which would last for fifty (50) minutes and carry fifty (50) marks.

**PAPER 2:** Will consist of two Sections, Section A and Section B.

Section A will consist of a **compulsory case study** and **compulsoryquestion** on it while Section B will consist of Six essay questions, out of which candidates will be expected to answer four. The case study passage will be between 200 to 250 words and will carry 20 marks. Questions in section B will carry fifteen (15) marks each. The Paper will last for 2 hours and carry eighty (80) marks.

**DETAILED SYLLABUS**

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| NO | CONTENTS | NOTES |
| 1. | INTRODUCTION | i. Meaning  ii. Historical development  -Pre and Post independence era and Legislations  iii. Insurance contracts   * Parties to Insurance contract * Essential features of Insurance contract   iv. Risks:   * Meaning. * Effect of risks on the society. * Classification of risks. * Insurable and un-insurable risk.   v. Hazards:  - Meaning.  - types.  vi. Functions of Insurance:   * Primary functions. * Secondary functions.   vii. Benefits of Insurance  viii. Perils:   * Meaning * Differences among perils, risks and harzards. |
| 2. | PRINCIPLES OF INSURANCE:  (1) Insurable Interest  (2) Utmost Good Faith  (3) Proximate Cause  (4) Indemnity  (5) Subrogation  (6) Contribution | (1) Insurable Interest  i. Meaning  ii. Essential features of insurable interest  iii. Application of insurable interest in life assurance  and property insurance  (2) Utmost Good Faith  i. Meaning  ii. Insured and insurer’s duty of disclosure  iii. Breaches and effects  (3) Proximate Cause  i. Meaning  ii. Application of proximate cause on claims  (4) Indemnity  i. Meaning  ii. Methods of providing indemnity by insurer  iii. Application of indemnity in property and liability  insurance  (5) Subrogation  i. Meaning  ii. Insurer’s right under Subrogation  iii. Insured’s duty under Subrogation  (6) Contribution  i. Meaning  ii. Application  iii. Conditions necessary for contribution |
| 3 | DOCUMENTS USED IN EFFECTING  CONTRACT  (1) Proposal Forms  (2) Cover Notes  (3) Certificate Of Insurance  (4) Policy | (1) Proposal Forms  i. Meaning  ii. Functions and uses  iii. Contracts where proposal forms are used  (2) Cover Notes  i. Meaning  ii. Contents of Cover notes  iii. Functions and uses of Cover notes  Iv. Contracts where Cover notes are issued  (3) Certificate of Insurance  i. Meaning  ii. Certificate of Insurance in   * Motor * Marine * Employer’s liability   (4) Policy  I. Meaning  ii. Component parts of a policy  iii. Parties to a policy |
| 4. | INSURANCE PRACTICE  1) Re- insurance  (2) Insurance Renewals  (3) Insurance Claims  (4) Insurance Premium | (1) Re –insurance  i. Meaning.  ii. Forms ( Facultative and Treaty).  iii. Functions.  iv. Uses.  (2) Insurance Renewals  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  (3) Insurance Claims  i. Meaning of claims  ii. Claim procedure   * Notification * Documentation (Claim forms) * Investigation * Discharge voucher * Payment   iii. Duties of the Insured and the underwriter in  claims  iv. Functions of Loss Assessors and Loss Adjusters.  (4) Insurance Premium  i. Meaning  ii. Factors to be considered when determining a  premium  iii. Factors responsible for loading premium  iv. Return premium   * Partial and full return * Reasons for returning premium |
| 6. | NON – LIFE INSURANCE PRODUCT  (1) Motor Insurance  (2) Fire Insurance  (3) Theft Insurance and Burglary  Insurance  (4) Money Insurance  (5) Fidelity Guarantee Insurance  (6) Engineering Insurance  (7) Marine Insurance  (8) Aviation Insurance  (9) Employer’s liability  (10) Public liability  (11) Professional Indemnity  (12) Business Interruption  Insurance( Consequential loss)  (13) Personal Accident Insurance | (1) Motor Insurance  i. Meaning  ii. Types of policies in Motor Insurance  - Private car  - Commercial vehicle  - Motorcycle  - Agricultural and Forestry vehicle  - Special types ( fork lifts, Tractors , caterpillars)  iii. The scope of cover  - Act only  - Third party only  - Third party, fire and theft  - Comprehensive  vi. ECOWAS Brown Card ( meaning and uses)  (2) Fire Insurance  i. Meaning  ii. Standard fire policy cover  iii. Special perils (earthquake, flood, riot and strike)  iv. Properties covered   * Building and its contents * Machinery and plant * Stocks   v. Buyers of fire insurance  - Individuals  - Corporate bodies  - Government agencies  (3) Theft Insurance and Burglary Insurance  I. Meaning  ii. Properties covered   * Household properties * Stocks * Machinery and Plants   iii. Theft insurance and Burglary Insurance in  business and private premises  iv. Differences between Theft Insurance  and Burglary Insurance  (4) Money Insurance  i. Meaning  ii. What constitutes money ( cash, cheque, postal  order )  iii. Types of cover available   * In transit only * In safe or strong room after business hours * In custody of a staff e g cashier   (5) Fidelity Guarantee Insurance  i. Meaning  ii. Types of policies in fidelity guarantee Insurance   * Named policy * Position policy * Blanket policy   iii. Bond ( meaning)  iv. Differences between commercial guarantee  and bonds.  (6) Engineering Insurance  i. Meaning  ii. types of engineering Insurance  - Boiler  - Explosion  - Computer all risks  iii. Scope of Engineering Insurance   * Material damage * Liability cover   (7) Marine insurance  i. Meaning  ii. Marine perils  iii. Type of cover   * Hull policy * Cargo policy * Freight policy   (8) Aviation Insurance  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   (9) Employer’s Liability  i. Meaning  ii. Policy covered (employees compensation policy)  iii. Level of benefits payable  iv. Perils covered  (10) Public Liability Insurance  i. Meaning  ii. Types   * Personal liability policy * Product liability policy   (11) Professional Indemnity  i. meaning  ii. Professionals that require professional indemnity  ( Doctors, Lawyers, Insurance brokers, Accountant,  Architects)  (12) Business Interruption Insurance  i. Meaning ( consequential loss)  ii. Causes of business interruption   * Machinery breakdown * Fire Incident   (13) Personal Accident Insurance  i. Meaning  ii. Risks covered:   * Death * Bodily injury * Permanent disability * Total temporary disability * Medical expenses   iii. Forms of personal Accident Insurance  ( personal and group)  iv. Benefits ( Death, Bodily Injury and medical  expenses)  v. Buys of personal and group accident policy |
| 7. | INSURANCE MARKET  ( OPERATORS) | i. Meaning  ii. Market Operators  ( a ) Insurance Companies  (b ) Reinsurance Companies  (c ) Insurance Intermediaries (Brokers and Agents)  (d ) Insurance Buyers   * Individual and private * Corporate and public institutions   (e ) Insurance Sellers   * Insurance Companies * Re-insurance Companies   (f ) Supporting Services ( Assessor and Loss Adjusters) |
| 8. | INSSURANCE REGULATOR  ( 1 ) Nigerian Insurance  Association (NIA )  (2) Nigerian Council of Registered  Insurance Brokers ( NCRIB )  (3) Institute of Loss Adjusters of  Nigeria (ILAN )  (4) National Insurance  Commission (NAICOM)  (5) Chartered Insurance institute  of Nigeria (CIIN) | (i) Meaning  (ii) Role/ Functions  (iii) Purpose  (iv) Membership |
| 9. | COMMON INSURANCE  TERMINOLOGIES | Meaning of  i. Hazards  ii. Perils  iii. Concealment  iv. Disclosure  v. Days of grace  vi. Ex- gratia payment  vii. Extra- premium  viii. Endorsement  ix. Excepted perils  x. Subject matter of Insurance  xi. Under Insurance xii. Return Premium  xiv. Surrender Value  xv. Cover note. |

**SUGGESTED READING LIST**

1. Insurance for Beginners ByOLoyede, 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 ByAdeola 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