



Singapore College
of Insurance

Intermediate Level

Underwriting Of Group Employee Benefits Insurance

Register for

In Person Session

Or

Virtual Access



10 & 11 September 2026



14 CPD hours



9.00 a.m. – 5.00 p.m.
(Singapore Time)



Hybrid Mode
(Singapore College of Insurance / Virtual Mode)



This 2-day programme aims to provide participants with a firm foundation to underwrite Group Employee Benefits Insurance. It also aims to enable marketing personnel, brokers and other intermediaries to be more effective in developing and retaining their employee benefits prospects by rendering them the appropriate technical advice. Employers will also find this programme useful in enhancing their understanding of Employee Benefits Insurance.



Target Audience

- Underwriters, Sales Personnels, Business Development and Marketing Executives who are handling Employee Benefits Insurance.
- All Life and/or General Insurance Intermediaries and Company Staff Members who are involved in advising and / or selling Employee Benefits Insurance.
- Human Resource Executives using Employee Benefits Insurance to cater to the needs for their employees as well as their dependants.



Key Learning Outcomes

At the end of the programme, participants should be able to:

- Know the environment, benefit design, marketing, plan design, plan administration and renewal processes applicable to Employee Benefits Insurance.
- Understand the detailed coverage and provisions of the various types of Employee Benefits Insurance.
- Understand the key underwriting considerations in Employee Benefits Insurance.
- Know the regulations governing the marketing and sales of Employee Benefits Insurance.
- Understand the need for and benefits arising from Multi-national Pooling arrangements.
- Know the availability of voluntary and flexi-benefit/cafeteria employee benefits plans.

Programme Topics

Group Employee Benefits Insurance Environment In Singapore

- The Market
- Products
- Insurers
- Distribution Channels

Regulations Governing The Marketing And Sales Of Group Employee Benefits Insurance

- Notice No: MAS 120 – Disclosure And Advisory Process Requirements For Accident And Health Insurance Products
- LIA And GIA Guidelines On Needs Based Sales Process For Group Life And Health Insurance Products
- Group Insurance Fact- Finding Form (GIFF)

General Provisions In Group Employee Benefits Insurance

- Common Contract Issues
- Takeover Terms
- Common Policy Terms And Conditions
- Short term priced business

Benefit Design, Coverage, Placement, Underwriting, Administration And Renewal Processes In Respect Of:

- Group Term Life Insurance
- Group Critical Illness Insurance
- Group Hospital & Surgical Insurance
- Group Personal Accident Insurance
- Group Long Term Disability Income Insurance

Other Group Medical Insurance Plans

- Group Outpatient Specialist Consultation
- Group Outpatient General Practitioner (GP) Consultation
- Group Dental Care
- Group Major Medical/Catastrophe Illness
- Group Maternity

Multi-national Pooling

- Definition
- Pooling Networks/Partners
- Benefits Of Pooling
- Administration

Voluntary And Flexi-Benefit/Cafeteria Employee Benefits Plans

- Voluntary Plans
- Flexi-Benefits
- Cafeteria Schemes

Case Studies



Programme Fee

In Person Session

S\$827.31 (inclusive of 9% GST)

Net Course Fee: S\$599.61 (incl. of 9% GST and after 30% FTS funding)

For Singapore Citizens below 40 years old and Singapore Permanent Residents

Net Course Fee: S\$327.31 (incl. of 9% GST and after 70% FTS funding)

For Singapore Citizens aged 40 years old and above

This course is recognised under the Financial Training Scheme (FTS) and is eligible for FTS claims subject to all eligibility criteria being met.

Please note that in no way does this represent an endorsement of the quality of the training provider and course. Participants are advised to assess the suitability of the course and its relevance to his/her business activities or job roles.

The FTS is available to eligible entities based on the prevalent funding eligibility, quantum and caps. FTS provides up to 70% course fee subsidy support for direct training costs subject to a cap of S\$500 per candidate per course subject to all eligibility criteria being met.

Find out more on www.ibf.org.sg.

Virtual Mode

Singapore-based Participant: S\$620.21 (inclusive of 9% GST)

Overseas-based Participant: S\$569.00

A 10% Group Discount is also applicable for organisations registering a minimum of three participants.

Programme Leader

Ms. Shirley Tan

Shirley Tan currently holds the position of Chief Marketing Officer at a composite insurer, bringing with her a career that spans over two decades. Her extensive experience encompasses various aspects of life, health, and group insurance. Her passion and focus lie in health and aging, as reflected in her achievement of a Master of Science in Applied Gerontology from the Nanyang Technological University.

