SAMPLE OF ANNUAL REVIEW REPORT

Perbadanan Insurans Deposit Malaysia
[Address]

Date

Dear Sirs,

REVIEW ON THE COMPLIANCE OF [NAME OF INSURER MEMBER] WITH GUIDELINES ON PROVISION OF INFORMATION ON TAKAFUL AND INSURANCE BENEFITS PROTECTION

1. We have conducted the review on the compliance of [name of insurer member] with the requirements in the Guidelines on Provision of Information on Takaful and Insurance Benefits Protection.

2. Attach herewith is the review report for current assessment year covering a 12-month period from 1 January to 31 December of the preceding year.[1]

.....
(Name of Head of Internal Audit or any person of equivalent position / External Auditor)
Date:

[1] At minimum, cover a 12-month period from 1 January to 31 December of the preceding year. An insurer member may include incidents of non-compliance and deficiencies identified after 31 December.

[NAME OF INSURER MEMBER]
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Table 1: Overview of the review undertaken

Free flow text, e.g. *(i) brief description of the manner in which the review was conducted (refer to paragraphs 13.4 and 13.5 of Guidelines on Provision of Information on Takaful and Insurance Benefits Protection); and* *(ii) the overall results of the review (e.g. no incident of non-compliance to report or incidents of non-compliance and deficiencies are reported in Table 2).*

Table 2: Incidents of non-compliances and deficiencies identified [2]

	Policy areas in the Guidelines on Provision of Information on Takaful and Insurance Protection	Summary of incidents of non-compliance and deficiency identified	Financial and non-financial impact on the insurer members arising from these incidents	Corrective actions to rectify these incidents	Completed *(Yes / No)*	Adequacy and effectiveness of corrective actions
1.						
2.						
3.						
…	Insert additional row, if necessary				[If "No", please also complete Table 3]	

[2] *For incidents of non-compliances and deficiencies reported in last year's review report:*

- *that have <u>yet to be</u> rectified : include those incidents in Table 2 and Table 3, and state the progress of the corrective actions and assessment of the adequacy and effectiveness of corrective actions; and*
- *that identified <u>after</u> 31 December and <u>have been</u> rectified : include the incidents in the table <u>OR</u> make reference to the last year's review report (e.g. please refer to page XX of the review report submitted for assessment year 202X).*

[NAME OF INSURER MEMBER]
SAMPLE ACTION PLAN REPORT

Table 3: Action plans for incidents that have yet to be rectified

No	Summary of incidents of non-compliance and deficiency identified	Corrective actions to rectify these incidents	Timeline to complete action plans
1.			
2.			
3.			
…	Insert additional row, if necessary		