



# The Institute of Actuaries of Japan

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April 21<sup>st</sup>, 2008

Dear Sir/Madam:

## **Actuarial Seminar of East Asia 2008 (ASEA 2008)**

We are pleased to announce that the Institute of Actuaries of Japan (IAJ) will hold the ASEA 2008 in July and August. The outline of the seminar is attached.

We would appreciate if you recommend one of your actuaries to the seminar and send back the application form along with other required documents. The deadline of the application is May 26, 2008 and all documents must be arrived at the Institute of Actuaries of Japan by then. After the deadline, we will have a screening process and inform you of the result of the screening at the middle of June via airmail.

In order to accept participants from as many countries/regions as possible, and also due to capacity limit, we regretfully restrict the maximum number of participants from one country/region to 4.

Should you have any questions, please feel free to contact at [itou@actuaries.jp](mailto:itou@actuaries.jp).

We look forward to receiving your response.

Yours faithfully,

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Tsutomu Igarashi  
President  
The Institute of Actuaries of Japan

Enclosures

- 1, Outline of ASEA 2008
- 2, Seminar Schedule(Draft)
- 3, Application Form

## Outline of Actuarial Seminar of East Asia 2008

### **1. Object**

The Actuarial Seminar of East Asia 2008 (ASEA 2008) is organized by the Institute of Actuaries of Japan (IAJ) in order to extend its cooperation in the development of life insurance industries in Asian regions.

### **2. Schedule**

Period: From Monday, July 28, 2008 to Friday, August 8, 2008 (10 days)

Venue: IAJ (Harumi Island Triton Square, Office Tower X 2F, 1-8-10, Harumi, Chuo-ku, Tokyo)

### **3. Language**

All lectures and instructions during the seminar will be in English.

### **4. Qualification of Admission**

- A) Employee of an insurance company, re-insurance company, an insurance-related institution, or governmental body which administrates insurance business,
- B) **And** who has five years or more experience in actuarial practice, is healthy, and is recommended by the representative of the company or organization.

### **5. Seminar subject**

The seminar schedule is now being developed. The seminar subjects will be mainly on life insurance topics, including product development, valuation and topics on Japanese industry.

### **6. Application procedure**

6-1. Submit the following documents to the IAJ office by May 26, 2008.

- A) Application form (attached) signed by the representative (CEO or equivalent position) of the company/institution
- B) One photo of the applicant (about 4.5cm X 3.5cm)
- C) Business Card
- D) A copy of the applicant's passport showing one's name, date of birth and photograph

6-2. After approval by IAJ, an admission notice will be mailed to the representative in the middle of June, along with detailed information on the seminar, travel, and accommodations in Tokyo.

6-3. The participant may need to obtain a short stay VISA at an appropriate Japanese Embassy or Consulate. The documents required for VISA application can be sent upon request.

6-4. For confirmation, we ask an applicant to send an e-mail to Ms. Ito of IAJ ([itou@actuaries.jp](mailto:itou@actuaries.jp)), when she/he sends the application documents by airmail.

## **7. Certificate of Completion**

A certificate of completion, signed by the representative of IAJ, will be given to participants who have successfully completed the seminar.

## **8. Accommodations**

All participants will be asked to stay at Sakaguchi Learning Center of Gibraltar Life Insurance during the seminar, located in the suburbs of Tokyo. It takes about 1 and a half hour to get to seminar venue, IAJ.

## **9. Cost**

- 9-1 Travel expenses coming to and leaving from Tokyo including airfare shall be borne by the sending institution.
- 9-2 IAJ will cover the following:
  - Seminar tuition and related study material
  - Expenses for officially-scheduled social events
- 9-3 OLICD Center (co-sponsor of the seminar) and IAJ will jointly bear the cost for accommodations at the Learning Center.
- 9-4 Participants are responsible for the following expenses (total is about US\$400-500)
  - Transportation from Narita Airport to the center of Tokyo city (Approximately 3,500yen.)
  - Meal expenses (Only breakfasts on weekdays are provided at the Learning Center; Breakfasts/lunches/dinners on Saturdays and Sundays and lunches/dinners on weekdays are on your own. There are wide ranges of restaurants in Tokyo. Price range for one meal per one person is approximately 500 yen – 2,000 yen.)
  - Any personal expenses

## **10. IAJ Contact address**

Ms. Fumi Ito  
e-mail: [itou@actuaries.jp](mailto:itou@actuaries.jp)  
TEL: 81-3-5548-6033  
FAX: 81-3-5548-3233

## <<Draft Schedule of ASEA 2008>>

Arrival: 27-Jul-2008 (Sunday)

Departure: 9-Aug-2008 (Saturday)

2008	28-Jul	29-Jul	30-Jul	31-Jul	1-Aug
10:00 11:30	Orientation	Pricing	Morbidity trend	Reinsurance	Profit test
13:00 14:30	Opening ceremony	Product development	Group life insurance	Visit to the assigned life insurance company	Asset share
15:00 16:30	Opening address	Mortality table	Mortality table in Japan		Discussion
2008	4-Aug	5-Aug	6-Aug	7-Aug	8-Aug
10:00 11:30	Social insurance	Embedded value	Opinion of corporate actuary	Standard valuation law	Life insurance accounting
13:00 14:30	Group pension	International accounting standard	Solvency margin	Visit to the assigned life insurance company	Actuarial finance
15:00 16:30	State pension scheme	Dividend for policyholder	ALM		Closing ceremony