

# Product Disclosure Sheet

## WORKMEN'S COMPENSATION TAKAFUL SCHEME



Insurans Islam TAIB  
General Takaful Sdn Bhd  
Unit 5, 6 & 7, Ground Floor  
Bangunan Suria, Kiulap  
Bandar Seri Begawan BE1518  
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Negara Brunei Darussalam  
☎ 222-3004

### Important Note

Read this Product Disclosure Sheet before you decide to take up the Product. Be sure to also read the general terms and conditions. Seek clarification from us if you do not understand any part of this document or general terms.

For the purposes of this Product Disclosure Sheet:

Insurans Islam TAIB General Takaful Sdn Bhd shall be referred to as "IITGT" or "Us".

"Participant" shall be referred to as "the participant" or "You".

### 1. What is this Scheme about?

Workmen's Compensation Takaful Scheme (this "Scheme") is to provide compensation to workers under the Workmen's Compensation Act 1957 (Cap. 74) of Brunei Darussalam.

To indemnify the Participant against all sums for which the Participant shall be liable to pay compensation, if at any time during the period of takaful stated in the Schedule, any employee in the Participant's immediate service shall sustain personal injury by accident or illness arising out of and in the course of his employment by the Participant in the business and if the Participant shall be liable to pay compensation for such injury either under the Workmen's Compensation Act 1957 or at Common Law.

### 2. What are the Syariah concepts applicable?

This product applies the Syariah concepts of *Tabarru'* and *Wakalah*.

*Tabarru'* is an agreement by a participant to relinquish as donation, a sum of contribution that he or she agrees to pay into a Takaful fund. Participants give sixty-five per cent (65%) of their contributions as *Tabarru'* with the purpose of providing mutual indemnity to Takaful participants, where the *Tabarru'* acts as mutual assistance and a joint guarantee in the event any fellow participants suffer from a defined loss.

*Wakalah* refers to a contract in which a party as principal (Muwakkil) authorizes another party as his agent (Wakil) to perform a particular task, in matters that maybe delegated, either voluntary or with imposition of a fee. The participant will make contribution to the Takaful fund as *Tabarru'*. Subsequently, all the participants in a group will appoint or authorize the IITGT as their agent (Wakil) to manage the Takaful fund for the purpose of executing Takaful activities such as underwriting, risk management and claim management. In this *Wakalah* arrangement, IITGT will charge a fee of thirty-five per cent (35%) from the contribution that has been determined and agreed upon in the proposal form. *Wakalah* fee will not be returned to the participant upon cancellation or surrender.

### 3. What are the coverage provided?

This Scheme covers:

	Scope of coverage	Workmen's Compensation Package				
		Basic Package	Package 1	Package 2	Package 3	Package 4
1	<b>Workmen's Compensation</b> <ul style="list-style-type: none"> <li>Death</li> <li>Permanent Total Disablement</li> <li>Other form of injury</li> </ul> Territorial limit: Brunei Darussalam	Up to B\$28,800.00 Up to B\$36,000.00 Amount as per Labour Department Assessment				
	<b>Common law</b> Limit of indemnity BND 2,000,000.00 per accident and in the aggregate during the period of Takaful Territorial limit: Brunei Darussalam	Nil	Sub-limit of B\$100,000 per employee	Sub-limit of B\$200,000 per employee	Sub-limit of B\$250,000 per employee	Sub-limit of B\$300,000 per employee
2	<b>Personal Accident (Outside of working hours)</b> <ul style="list-style-type: none"> <li>Death</li> <li>Permanent Total Disablement</li> </ul> Territorial limit: Worldwide	Up to B\$10,000.00 Up to B\$10,000.00				
3	<b>Medical and Surgical Expenses due to accident</b> Excess: Territorial limit: Worldwide	Up to B\$10,000.00 B\$100.00				
4	<b>Medical and Surgical Expenses due to illness</b> Excess: Territorial limit: Worldwide	Up to B\$10,000.00 B\$100.00				
5	<b>Hospital Allowance (up to 60 days)</b> Territorial limit: Worldwide	B\$20.00 per day				
6	<b>Khairat Benefit</b> Territorial limit: Worldwide	B\$5,000.00				
7	<b>Repatriation</b> Territorial limit: Worldwide	Up to B\$10,000.00				

#### 4. Who can apply?

Business enterprises and corporations, subject to underwriting conditions of IITGT.

#### 5. What are the exclusions under this Scheme?

This Scheme does not cover certain losses, such as:

1. War exclusions;
2. Employees of sub-contractors (unless specifically covered);
3. An employee who is not a "workman" within the meaning of the Workmen's Compensation Act 1957;
4. Common Law (unless cover is extended and additional contribution is paid); and
5. Any other events prohibited by Syariah principles.

**Note:** This list is non-exhaustive. Please refer to the Certificate for the full list of exclusions under this Takaful Scheme.

#### 6. What is the period of Takaful for this Scheme?

Duration of cover is for one (1) year. You need to renew your Certificate annually.

#### 7. How much contribution do I have to pay?

Type of occupational class	Basic Package	Package 1	Package 2	Package 3	Package 4
Class I	B\$74.00	B\$130.00	B\$148.00	B\$160.00	B\$185.00
Class II & III	B\$88.00	B\$155.00	B\$178.00	B\$192.00	B\$230.00

Note:

Class I – Non-construction

Class II & III – Construction and construction related.

#### 8. What are the fees and charges that I have to pay?

In addition to contribution amount

Stamp Duty B\$0.10.

#### 9. What are some of the important notes that I should know?

**Your duty to tell Us**

The Takaful coverage under your Certificate is based on the information You have given to Us. Before You enter into a Takaful contract, You have a duty to tell Us fully and faithfully anything that You know, or could reasonably be expected to know, that may affect our decision to cover You and on what terms. Otherwise, You may receive no benefit from your Certificate.

**Takaful Contribution Warranty**

You have to pay the full takaful contribution to Us or our wakil within thirty (30) days from the inception date of your Certificate. Your Certificate will be automatically cancelled if we or our wakil do not receive the contribution at the end of thirty (30) days of the takaful contribution warranty period.

**Excess**

It is an amount you have to pay towards the cost of your claim. Excess is stated in the Schedule and the Certificate.

**Distribution of Surplus**

The surplus will be determined at the end of financial period and the surplus (if any) from the Takaful Fund will be allocated to Participants' Fund and IITGT with the proportion of seventy per cent (70%) to the Participants' Fund and thirty per cent (30%) to IITGT. The surplus in the Participants' Fund will then be declared and distributed to the eligible participants. Based on *Ju'alah* concept, IITGT is entitled for the surplus distribution from the Takaful fund as a fee for the good performance of IITGT in managing the Takaful fund.

If You have incurred claims or received benefit, your portion of surplus will not be distributed back to You and shall be credited back as *Tabarru'* to the Takaful Fund.

If You surrender your Certificate before financial year end, You are entitled for the surplus. The surplus will be calculated based on your contribution and participation period in the Takaful Fund.

**Treatment of Small Payment Amount**

For any amount due and payable to You from surplus/refund that is B\$5.00 and below, IITGT will donate this amount to charity which will be utilized as 'amal jariah' on your behalf.

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## Claims Requirement

To make a claim, You have to submit a complete Claims Form to Us within fourteen (14) calendar days upon your return to Brunei Darussalam from the trip with all supporting documents listed as follows:

1. All certificates' affidavits, information and evidence shall be furnished at Participant expenses;
2. Medical reports and evidence;
3. Death Certificate;
4. Qualified Medical Practitioner for the cause of death, injury and all information and evidence required.

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## 10. What do I need to do if there are changes to my details?

It is important that You inform Us of any changes in your details to ensure that all correspondences reach You in a timely manner.

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## 11. What happens in the event of cancellation

You may cancel your Certificate at any time by giving written notice to Us. Upon cancellation, You are entitled to a pro-rate refund of the contribution provided that You have not made any claims. In the event of Certificate cancellation, the *Wakalah* Fee will not be returned to You.

We will not refund anything if there is any benefit payable under your Certificate or if the total refund of the net takaful contribution (after the *Wakalah* fee) is less than B\$5.00.

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## 12. What is a notice of expiry?

You will receive a notice of expiry two (2) months before the expiry date of the Certificate. The notice will be sent via postal service and email.

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## 13. What happens in the event that a Takaful agent ceases to operate?

This will not affect You and we will assume responsibility in enforcing your Takaful Scheme.

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## 14. What are the documents that I need to submit to apply for this Scheme?

If You are interested to apply for this Scheme, You only need to provide the following documentation:

- Completed Proposal Form.
- Copy of Identification Card / Passport.
- Form 555.
- Copy of Company Business Registration (Section 16 & 17 – for Sole Proprietor and Partnership).
- Certificate of Incorporation & Form X – for limited companies.
- List of employees' name, age, gender and job description.

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## 15. Where can I get assistance and redress?

If You have any queries, You must contact Us as soon as possible. You may contact Us at:

**Insurans Islam TAIB General Takaful Sdn Bhd**  
Unit 5, 6 & 7,  
Bangunan Suria, Kiulap  
Bandar Seri Begawan BE1518  
Negara Brunei Darussalam  
Tel: 222-3004  
E-mail: [enquiries@insuranstaib.com.bn](mailto:enquiries@insuranstaib.com.bn)

If your query or complaint is not satisfactorily resolved by Us, You may contact Financial Consumer Issues, Brunei Darussalam Central Bank via e-mail at [fci@bdcdb.gov.bn](mailto:fci@bdcdb.gov.bn) or visit their address as follows:

**Financial Consumer Issues**  
**Brunei Darussalam Central Bank**  
Level 7, Ministry of Finance and Economy Building  
Commonwealth Drive  
Brunei Darussalam  
Tel: 238-0007

**16. Where can I get further information?**

If You require further information or need assistance on Workmen's Compensation Takaful Scheme. You may contact Us at 222-3004 or visit our website at [www.insurastaib.com.bn](http://www.insurastaib.com.bn).

**IMPORTANT NOTE:**

**Workmen's Compensation Takaful Scheme**

YOU SHOULD READ AND UNDERSTAND THE CERTIFICATE AND DISCUSS WITH THE AGENT OR CONTACT US DIRECTLY FOR MORE INFORMATION.

The terms and conditions indicated in this Product Disclosure Sheet are indicative and not binding on IITGT. The final terms and conditions are stipulated in the Certificate after IITGT's assessment.

I/We hereby confirm having explained the Product Disclosure Sheet (PDS) to the Participant in their preferred language English/Malay.

Signature:

Name:  
I.C. No:  
Date:

I/We hereby received and understand the explanation of the Product Disclosure Sheet (PDS) given in my preferred language in English/Malay.

Signature:

Name:  
I.C. No:  
Date: