

THE INSTITUTE OF FINANCE MANAGEMENT



FACULTY OF INSURANCE AND SOCIAL PROTECTION
DEPARTMENT OF INSURANCE AND RISK MANAGEMENT
ORDINARY DIPLOMA IN INSURANCE AND RISK MANAGEMENT
YEAR II 2016/2017

A PROJECT REPORT ON XXXXXXXXXXXXXXXXXXXX

NAME : XXXXXXXX

REG. NO : XXXXXXXX

ACADEMIC YEAR XXXXXXXX

SUPERVISOR: XXXXXXXX

SUBMISSION DATE: XXXXXXXX

TITLE (COVER) PAGE – (See format above)

PRELIMINARY PAGES

Begin each part on a separate page

Headings must appear at the top of the page, positioned at the centre, in capital letters and in bold text.

Presentation of the preliminary pages takes the following sequence which involves some or all of the following parts;

- *Executive Summary*
- *Acknowledgement*
- *List of acronyms*
- *Table of contents*

CHAPTER ONE (2 to 3 pages)

1.0 INTRODUCTION

- Provide general overview of the two Insurance Companies and the selected Broker.
- Discussion of the primary functions/ structure / business of the two Insurance Companies and the selected Broker.
- Review of the insurance industry that the companies and the broker work within.

CHAPTER TWO (3 pages)

2.0 DIFFERENCES BETWEEN AN INSURANCE COMPANY AND A BROKER

- Provide a clear description of differences between an insurance company and a broker.

CHAPTER THREE (3 to 4 pages)

3.0 PRESENTATION OF FINDINGS

- Discuss the essential information required by the two selected insurance companies when underwriting: -
 - a) Motor insurance risk
 - b) Fire risk on business premises
 - c) The criteria for accepting / declining the above risks ((a) and (b))
- Make sure that you present your findings logically and with evidence

CHAPTER FOUR (3 to 4 pages)

4.0 ANALYSIS

- Describe in details information required by the two insurance companies once a claim is reported.

CHAPTER FIVE (2 to 3 pages)

5.0 CONCLUSION AND RECOMMENDATION

5.1 Conclusion

- In line with what you observed in your analysis identify if there are any challenges facing insurance companies and brokers when handling claims.
- Suggest solutions to those challenges.
- Provide an effective conclusion which gives the answer to the main questions/objectives of the project report.

5.2 Recommendations

- In line with what you observed in your analysis, give your advice to the respective authority addressing the challenges i.e. presents solutions to the problems observed.

REFERENCE/ BIBLIOGRAPHY

- Use either reference or bibliography as your heading for this section. In both cases, make sure that you discuss with your supervisor and agree on which term to use.
- Adhere to the alphabetical order i.e. different entries should be arranged in alphabetical order by the surname of the first author. Each entry starts with a hanging indent and 1.5 lines spacing between.
- no numbering for your list
- You list the sources that you have used in your work. Don't list sources just for the sake of adding materials to this section

APPENDICES (if any)

- Attach all supporting files/materials you used in your project, if any.

FORMATTING

General Text: 1.5 line spacing using one side of the page only.

Font: Times New Roman, font size 12.

Page number: centered at the bottom of the page.

Justified: Both left and right.

Headings: chapter heading print size 16 in bold typeface. Sub heading print size 14 in bold typeface.

Word length: your report should not **exceed 5,000 words**

Binding: One hand bounded of the field work report is to be collected on **09th January, 2017**

NOTE:

- ✓ Please follow the structure of the report as indicated above.
- ✓ You are advised to plan your work carefully and back-up your work using different storage devices in order to avoid problems as a result of computer crash, virus attack or any other reason. Computing and printing problems will NOT be accepted as reasons for non-submission.
- ✓ Finally, **PLAGIARISM** is not accepted.