



The Institute of Actuaries of Japan

Think the Future, Manage the Risk

Harumi Island Triton Square, Office Tower X 2F, 1-8-10, Harumi, Chuo-ku, Tokyo 104-6002, Japan
Tel. 81-3-5548-6033 Fax. 81-3-5548-3233 E-mail. secretariat@actuaries.jp

June 7 2024

Dear Sir/Madam:

Actuarial Seminar of East Asia 2024 (ASEA 2024)

We are pleased to announce that the Institute of Actuaries of Japan (IAJ) will hold the ASEA 2024 in September. The outline of the seminar is attached.

We would appreciate it if you could 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 **July 5th 2024** and all the documents must arrive at the Institute of Actuaries of Japan by then. The application arrived after the deadline will not be accepted for any reason. After the deadline, we will have a screening process and inform you of the result of the screening in the beginning of August via e-mail.

In order to accept participants from as many countries/regions as possible, and also due to capacity limit, we may regretfully restrict the maximum number of participants from one country/region to 4 and from one company to 1.

If you have any questions, please feel free to contact us at asea@actuaries.jp.

We look forward to receiving your response.

Yours faithfully,

Yasushi Ueda
President
The Institute of Actuaries of Japan

Enclosures

1. Outline of ASEA 2024
2. Seminar Schedule (Draft)
3. Application Form

1. Outline of Actuarial Seminar of East Asia 2024

1. Object

The Actuarial Seminar of East Asia 2024 (ASEA 2024) 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, September 9, 2024 to Friday, September 13, 2024 (5 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. Send, **by e-mail** the following document to IAJ (asea@actuaries.jp), by **July 5th, 2024**.

- A) An electric copy (Word, PDF, etc.) of application form (attached),
WITH signature by the representative (CEO or equivalent position) of the company/institution
※ **【Note】** In principle, signature by the CEO or equivalent position is necessary. If you cannot get signature by the CEO or equivalent position, it is possible to get one by the general manager or general director as a substitute, but this might be disadvantageous in the screening process especially when there are many applications.
- B) One photo of the applicant (about 4.5cm X 3.5cm) *
- C) A copy of the applicant's passport showing one's name, date of birth and photograph **

- ※ 【Note】 *B) : JPG file in appropriate data size
** C) : Scanned data

- 6-2. After approval of screening by IAJ, an admission notice will be sent to the representative by e-mail in the beginning of August, along with detailed information on the seminar, travel, and accommodations in Tokyo.
- 6-3. Some participants 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.

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. Accommodation

All participants will be asked to stay at the Hotel we prepare in Tokyo during the seminar. Regarding the details, we will inform the participants later.

9. Expenses

9-1 IAJ will cover the following:

- A) Expenses for Hotel accommodation during the seminar(5 nights, 9-14 Sep)
- B) Travel expenses between Hotel and Seminar Venue.
- C) Expenses for officially-scheduled social events
- D) Seminar tuition and related study material

9-2 Participants are responsible for the following expenses.

- A) Travel expenses coming to and leaving from Tokyo.
- B) Transportation fees between Narita (or Haneda) Airport and Hotel, which will be located at the center of Tokyo city (By using public transportation, it is around 4,000 yen).
- C) Meal expenses (There are wide ranges of restaurants in Tokyo. Price range for one meal per one person is approximately 500 yen – 2,000 yen.)
(Breakfast will be offered by hotel.)
- D) Any personal expenses

10. IAJ Contact address

Secretariat
E-mail: asea@actuaries.jp
TEL: 81-3-5548-6033
FAX: 81-3-5548-3233

ASEA2024 Schedule (Draft) *

Arrival : Sep 9th (Monday)

Departure : Sep 14th (Saturday)

Day1 Sep 9		Day2 Sep 10 Insurance	Day3 Sep 11 Pricing Product	Day4 Sep 12 Valuation Risk	Day5 Sep 13 Actuary
AM1 9:30-10:50		Public Insurance	Product	J-GAAP	CERA
AM2 11:10-12:30		Insurance Market	Mortality	Appointed Actuary	ICA2026 & Closing Ceremony
PM 1 14:00-15:20		Open discussion 1	Open discussion 2	Open discussion 3	
PM 2 15:40-17:00				Company visit	
PM3 17:00-	Orientation & Opening Ceremony Welcome Dinner			Farewell Dinner	

* The schedule for ASEA2024 is now being developed. The table above is for reference purpose.