

**FORM IRDA-11***[Refer regulation 15(11)]*

FORMAT FOR KEEPING RECORDS FOR 3 YEARS

<i>S. No.</i>	<i>Name and address of the Insured</i>	<i>Name and address of the Insurer</i>	<i>Policy No.</i>	<i>Dept. in which the claim falls</i>	<i>Date of allocation of survey work</i>	<i>Date of survey/inspection</i>	<i>Date of submission of survey report</i>	<i>Amount of claim assessed</i>	<i>Survey Fee Details (Amt./dt. of payment)</i>

**Note :** The survey reports, photographs, etc., as mentioned in regulation 15(11) shall be kept separately.