

**FORM IRDA-1-AF**

[Refer Regulation 3(1)]

**APPLICATION FOR A LICENCE TO ACT AS SURVEYOR AND LOSS ASSESSOR**

To

Insurance Regulatory and Development Authority  
Gate No. 3, First Floor, Jeevan Tara Bldg.,  
5, Parliament Street, New Delhi-110001  
Telephone No. 3364711

Passport size  
Photo  
(3 + 1)

Sir,

1. I request that a licence to act as a Surveyor and Loss Assessor may be granted to me for the following classes:

<i>Depts.</i>	<i>Fire</i>	<i>Mrn. Cargo</i>	<i>Mrn. Hull</i>	<i>Engg.</i>	<i>Motor</i>	<i>Misc.</i>	<i>LOP</i>
<i>Please tick</i>							

2. I enclose a Demand Draft No. .... Dated ..... Drawn on ..... towards payment of fees.

3. I hereby declare that :

- I have not been found to be of unsound mind by a court of competent jurisdiction.
- I have not been found guilty of criminal misappropriation or criminal breach of trust or cheating or forgery or of abetment or attempt to commit any such offence by a court of competent jurisdiction.
- I have not been found guilty of or to have knowingly participated in or connived at any fraud/dishonesty or misrepresentation against an insurer or an insured in the course of any judicial proceeding relating to any policy of insurance or the winding up of an insurance company or in the course of any investigation of the affairs of an insurer.
- I shall not violate the code of conduct specified by the regulations made by the Authority.
- I possess the requisite qualifications and practical training as specified by the regulations made by the Authority.
- I have passed such examination as specified by the regulations made by the Authority.
- I enclose 4 passport size photographs.

[Please also enclose an affidavit affirming clauses (i) to (vi) duly notarised.]

4. I also declare that the particulars given below are true :

(IN BLOCK LETTERS)

- Full name (in Hindi and English) .....  
Shri/Smt./Kum. ....
- Father's/Husband's name .....
- Full Address in Hindi with Pin Code .....
- Full Address in English with Pin Code .....  
.....  
.....

5. Qualification

- Academic/Professional .....
- Insurance .....
- Training attended (Nature - duration) .....

6. Communication :

<i>Phone Office</i>	<i>Phone Res.</i>	<i>Fax</i>	<i>Pager</i>	<i>Mobile</i>	<i>E-Mail</i>

7. Date of Birth .....

8. Practical Training Details (Please enclose the certificate of training obtained from the surveyor/survey firm)

<i>Name of Surveyor/ Survey Firm</i>	<i>Departments allocated to the Surveyor/ Survey Firm</i>	<i>Category awarded to the Surveyor/ Survey Firm</i>	<i>Period of training undergone (Please mention dates)</i>	<i>Name of person (s) under whom training undertaken</i>	<i>Areas covered</i>	<i>Result</i>

9. Experience :

- Whether the applicant is employed with any insurance company : .....
- Job experience in previous employment other than insurance surveyor, if any : .....
- Details of other business/employment : .....

10. Whether the applicant possesses any of the following qualifications: Yes/No

If so, give details and also enclose either the original diploma certificate with one copy each or copies of original diploma duly attested by a Magistrate or Notary Public. (Where original diploma/certificates are sent they will be returned after perusal but no responsibility can be accepted for loss or damage of such originals):

- Holds a degree of a recognised university in any branch of Engineering.
- Is a fellow or associate member of the Institute of Chartered Accountants of India or the Institute of Cost and Works Accountants of India.

- (c) Actuarial qualifications or holds a degree or diploma of any recognised university or institute in relation to insurance.
- (d) Holds a diploma in insurance granted or recognised by the Government.
- (e) Possesses any of the technical qualifications mentioned in Rule 56-A of the Insurance Rules, 1939.
11. (a) Are you employed? If yes, please give details.
- (b) Are you under the employment of a Government/Semi-Government Organisation or any other Public Sector Undertaking, Private Organisation? Give details and attach No Objection Certificate of your present employer.
- (c) Experience : Job experience in chronological order of employment.

12. Have you ever held a licence to act as a surveyor and loss assessor? If so, state number and date and attach a photocopy of the Licence No., SLA date of issue. If the licence is required in the name of the Sole Proprietorship Firm, full name and address of the firm under which the individual proposes to carry on the work should also be mentioned here.

Your's faithfully  
Signature of the Applicant

#### CHECK LIST

Please ensure :

- (1) Draft in favour of Insurance Regulatory and Development Authority payable at New Delhi.
- (2) Degree/Diploma attested by Notary/Magistrate only.
- (3) Affidavit duly notarised against S. No. 3 of the application form is a must.
- (4) Self-addressed envelop of 4.5" x 10" with Rs. 17 postage stamps.
- (5) Please enclose attested documents in response to Q. Nos. 5, 8, 9, 10 and 11, the answers to which are a must.
- (6) Please attach 4 passport size photographs with the application.

Notes :

1. The attention of the applicant is drawn to Section 102 of the Insurance Act, 1938, which provides that whoever in any document required for the purpose of any of the provisions of the Act, rules or regulations made thereunder, fails to furnish the same shall be liable to a penalty not exceeding Rs. 5 lakhs for each such failure and punishable with fine.
2. An individual can apply for only one licence, which will entitle him to act as a surveyor and loss assessor for any insurer.
3. Any correction or alteration made in answer to the questions in the application should be initialled by the applicant.
4. An applicant must be at least 18 (eighteen) years of age on the date of submission of the application. In the case of any applicant declaring that he is 18 years, the exact date of birth should be stated against item 4 of the application. If required the applicant shall furnish proof of age.
5. The fee as specified in the regulation should be paid by means of Account Payee Demand Draft in favour of Insurance Regulatory and Development Authority, New Delhi drawn on the Indian Overseas Bank, Parliament Street Branch, New Delhi.

*Fee Structure* : The following scale of fees shall be payable to IRDA from the fresh applicants for grant of licence:

Sl. No.	Category of Surveyor and Loss Assessor	Amount payable for Individuals (Rupees)
1.	A	Ten thousand
2.	B	Seven thousand five hundred
3.	C	Five thousand

6. If the fee is made for a category of surveyor and loss assessor licence which involves payment of higher sum of money and the Authority grants a licence whose category involves payment of lower fees the Authority shall refund the balance to the applicant within a reasonable period of time through a crossed cheque in favour of the applicant.
7. The application complete in all respects along with bank draft and the certificates attested by a Magistrate or a Notary Public should be forwarded by the applicant to the following address by Registered Post:  
The Insurance Regulatory and Development Authority  
Gate No. 3, First Floor, Jeevan Tara Building,  
5, Parliament Street, New Delhi-110001  
Tel. No. 3364711  
Enquiry between 1500 hrs. to 1600 hrs.  
As the licence is issued bilingual viz., in Hindi and English, the applicant may like to indicate how he spells his name in Hindi. It is, therefore, requested that the name and address may be written both in Hindi and English.
8. Payment in Cash or by Money Order, Cheque, Postal Order, Postage or Insurance Stamp is not accepted and will be returned at applicant's cost.
9. No acknowledgement of this application will be sent. If one is required the application should be sent by registered post (acknowledgement due).
10. An affidavit duly notarised on non-judicial stamp paper is required to be furnished for both fresh and renewal of licences in the form of a declaration as contained against Sl. No. 3 of the application form.