

FORM IRDA -3-AF
[Refer regulation 4(2)]
APPLICATION FROM A FIRM OR COMPANY
FOR A LICENCE TO ACT AS A SURVEYOR AND LOSS ASSESSOR

To
The Insurance Regulatory and Development Authority
Gate No. 3, First Floor, Jeevan Tara Bldg.,
5, Parliament Street, New Delhi-110 001.
Tel. 3364711

Dear Sir,

It is requested that a licence to act as a Surveyor and Loss Assessor may be granted to our Firm/Company for the following departments and category:

Depts.	Fire	Mrn. Cargo	Mrn. Hull	Engg.	Motor	Misc.	LOP
Please tick							

1. The receipt No. dated from showing payment of fees of Rs. is enclosed.

2. It is hereby declared that--

- i. no director/partner of our Company/Firm has been found to be of unsound mind by a court of competent jurisdiction;
- ii. no director/partner of our Company/Firm has been found guilty of criminal misappropriation or criminal breach of trust, or cheating or forgery, or an abetment of or attempt to commit any such offence by a court of competent jurisdiction;
- iii. no director/partner of our Company/Firm has 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 proceedings relating to any policy of insurance or the winding up of an insurance company or in the course of an investigation of the affairs of an insurer;
- iv. no director/partner of our Company/Firm is a minor;
- v. no director/partner of our Company/Firm shall violate the code of conduct specified by the regulations made by the Authority;
- vi. all director(s)/partner(s) of our Company/Firm possess the requisite qualifications and practical training as specified by the regulations made by the Authority; and
- vii. all director(s)/partner(s)/persons of our Company/Firm have passed such examination as specified by the regulations made by the Authority.

3. It is also declared that the particulars given below are true.

- | | |
|---|----------------------|
| 1. Full Name of the applicant (in Block Letters in Hindi and English) | 1. Company/Firm..... |
| 2. Full Address
(In Hindi and English) | 2. |
| 3. The names of all the directors/partners with their addresses stating in each case date of birth and whether they claim to :-- | 3. |
| (a) have been in practice as a surveyor/loss assessor on the 31st May 1970 or | (a) |
| (b) hold a degree of a recognised university in any branch of engineering or | (b) |
| (c) be a fellow or associate member of the Institute of Chartered Accountants of India or Institute of Cost and Works Accountants of India or | (c) |
| (d) possess actuarial qualifications or hold a degree or diploma of any Indian University or Institute in relation to insurance or | (d) |
| (e) hold a diploma in insurance granted or recognized by the Government or | (e) |
| (f) possess any of the technical qualifications mentioned in Rule 56A | (f) |

[N.B. 1: In the case of each of the partners/directors claiming to come under item (a) above and not being eligible to come under any of the items (b) to (f) above, a declaration as given in the Insurance Rules, 1939 and sworn before a Magistrate or Notary Public should be forwarded and in the case of each of the partners/directors claiming to come under any one of the items (b) to (f) above, either the original diplomas/certificates with one of the attested copy each, or copies of the original diplomas/certificates duly attested by a Magistrate or Notary Public should be enclosed. Where original diplomas/certificates are sent, they will be returned after perusal, but no responsibility can be accepted for loss or damage of such originals.]

N.B. 2: Where a director/partner does not already hold a licence then an application from such a person should accompany this application.]

(If the space above is insufficient particulars may be given in a separate sheet which should be signed by the applicant)

4. The individual details of all the directors/partners in the Company/Firm be enclosed as per Form-IRDA-3A-AF attached.
5. Did the Firm/Company ever hold a licence, if so, state number and date of issue

Yours faithfully
Signature of applicant
(Designation)
Name of Firm/Company
Seal of the Company/Firm

Name of place

Dated the

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"x10" with Rs. 17 postage stamps.
- (5) Please enclose Form-IRDA-3A-AF complete in all respects along with attested photocopies of the documents.

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 penalty not exceeding Rs. 5 lakhs for each such failure and punishable with fine.
2. A firm or company can apply for only one licence which will entitle it to act as a surveyor and loss assessor.
3. Any correction or alteration made in the application should be initialled by the applicant.
4. A fee as specified in the regulations should be paid by means of Account Payee Demand Draft in favour of Insurance Regulatory and Development Authority, New Delhi drawn on Indian Overseas Bank, Parliament Street Branch, New Delhi.

Fee Structure : The following scale of fees shall be payable to the Authority by the fresh applicants for grant of licence:

Sl. No.	Category of Surveyor and Loss Assessor	Amount payable for Individuals (Rupees)
1.	A	Twenty-five thousand
2.	B	Twenty thousand
3.	C	Fifteen thousand

5. 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.
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 Account Payee Demand Draft should be forwarded by the applicant to the following address:
The Insurance Regulatory and Development Authority
Gate No. 3, First Floor, Jeevan Tara Bldg.,
5, Parliament Street, New Delhi - 110 001.
8. No acknowledgement of this application will be sent. If one is required the application should be sent by registered post (acknowledgement due).
9. An affidavit on non-judicial stamp paper is required to be furnished for fresh licence in the form of a declaration as contained in Sl. No. 3 of the application form.