

**FORM IRDA -5-AF**  
[Refer regulation 7(1)]  
**APPLICATION FOR RENEWAL OF LICENCE TO ACT AS SURVEYOR  
AND LOSS ASSESSOR**

From :

Sh./Smt./Kumari .....  
Name of Surveyor/Loss Assessor .....  
(in Hindi & English) .....  
Full Address .....  
(in Hindi & English) .....  
working as sole-proprietor of .....

Passport size  
Photo  
(3 + 1)

To

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

Licence No. .... Date of Expiry ..... Depts. allocated. .... Category ..... ID Card No. ....

Dear Sir,

1. I request that the above licence may be renewed for a further period of five years.
2. I enclosed Demand Draft No. .... Dated .... on ..... showing the payment of fee.
3. I declare that since the date of my last application for licence (affidavit on non-judicial stamp paper - duly notarised).
  - i. I have not been found to be of unsound mind by a court of competent jurisdiction;
  - ii. I have not 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. I have not been found guilty of or to have knowingly participated in or connived at any fraud/dishonesty or made any misrepresentation against an insurer or an insured in the course of any judicial proceedings relating to a policy of insurance or the winding up of any investigation of the affairs of an insurer;
  - iv. My licence has not been cancelled at any time by the Controller of Insurance/Insurance Regulatory and Development Authority;
  - v. I declare that I continue to hold the qualification on the basis of which my licence mentioned above was issued;
  - vi. An undertaking on performance report showing survey work done by me during the last 5 years of the validity period indicating total number of survey work, and amount involved in each category of cases, year-wise and company-wise is enclosed;
  - vii. In addition to surveyor's work, I am also engaged on other occupations, the details of which are given below:

or

I am not engaged in any other occupation;

- viii. I have not violated the code of conduct of the Authority;
- ix. I have not contravened any of the provisions of the IRDA Act, 1999, Insurance Act, 1938, rules and regulations made thereunder including any order or directions issued by the Authority or any of its designated persons;
- x. I have not made a statement which is false in material particulars with regard to my eligibility for the licence or renewal thereof or in any of the activities transacted by me or the matters connected therewith as a surveyor and loss assessor;
- xi. I have neither attracted the disqualification provisions referred to in Insurance Act, 1938 nor violated the code of conduct;
- xii. I have performed the duties and responsibilities as a professional; and
- xiii. I enclose 4 passport size photographs.

4. Whether the applicant has been in practice as a Surveyor and Loss Assessor on the 31st May, 1970 (say Yes or No). If answer is in affirmative and the applicant does not possess any of the qualifications stated in Insurance Act, 1938 and rules and regulations made thereunder the applicant must make a declaration as given in the Insurance Rules, 1939 and duly sworn before a Magistrate or a Notary Public.
5. I also declare that the facts stated herein are true.
6. In case licence is submitted after expiry upto a maximum period of six months, the licence fee will be Rs. 200 with a penalty of Rs. 750 (along with photocopy of qualification duly attested by Notary. See Serial No. 4 of the application notes).

Yours faithfully,  
Signature of the Applicant

Dated .....

## CHECK LIST

*Please ensure*

- (1) D.D. in favour of Insurance Regulatory and Development Authority, payable at New Delhi
- (2) Copy of previous licence
- (3) Qualification copy
- (4) Affidavit
- (5) Work performance report
- (6) Self-addressed envelop size 4.5"x10" with Rs. 17 postage stamps
- (7) 4 No.'s passport size photographs

## 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. That name and the licence number given in the application should be identical with those shown in the licence held. If there is any subsequent change in the name, the reasons for the same should be stated furnishing documentary evidence for the same.
3. Any correction or alteration made in answer to the questions in the application should be initialled by the applicant.
4. The application should reach the Authority at least thirty days before the expiry of the licence.
5. A fee of Rs. 200 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.
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 - 110 001  
Tel. No. 3364711  
Enquiry between 1500 hrs. to 1600 hrs.
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 renewal of licences in the form of a declaration as contained against Sl. No. 3 of the application form.