

**FORM IRDA-6-AF***[Refer regulation 7(1)]***APPLICATION FROM A FIRM OR COMPANY FOR RENEWAL OF A LICENCE TO ACT AS  
A SURVEYOR AND LOSS ASSESSOR**

From

Name of the Applicant ..... (In Block Letters in Hindi &amp; English)

Full Address : ..... (In Block Letters in Hindi &amp; English)

To

Insurance Regulatory and Development Authority

Gate No. 3, First Floor, Jeevan Tara Bldg.,

5, Parliament Street, New Delhi - 110 001

Tel. 3364711

Licence No. .... Department allocated ..... Category ..... I.D. Card No. .... Date of Expiry .....

Dear Sir,

It is requested that the above licence may be renewed for a further period of five years for the following classes of insurance :

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

2. The receipt No. .... dated .... from .... showing payment of fees of Rupees ..... is enclosed.

3. It is hereby declared that--

- no director/partner of our Company/Firm has been found to be of unsound mind by a court of competent jurisdiction;
- 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;
- 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;
- no director/partner of our Company/Firm is a minor;
- no director/partner of our Company/Firm shall violate the code of conduct specified by the regulations made by the Authority;
- 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
- all director(s)/partner(s) of our Company/Firm have passed such examination as specified by the regulations made by the Authority.

4. It is declared that each one of the partners/directors of the firm who was a partner/director when the above-mentioned licence was issued and who is now a partner/director continues to satisfy the requirements of clause (D) of sub-section (1) of Section 64UM of the Act.

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

6. The names of all the director(s)/partner(s), with their addresses, are given below, stating in each case the date of birth and whether the partner or director or employee claims to--

(a)	have been in practice as a surveyor/loss assessor on the 26th October 1968 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 holds 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 56-A.	(f) .....

[N.B. In the case of each of the director/partner who was not a partner/director on the date of last application for licence--

- where he claims to come under item (a) above, and is not 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 a Notary Public should be forwarded with this form; and
- where the claims 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.]

7. The individual details of all new directors/partners in the Company/Firm be enclosed as per Form-IRDA-6A-AF attached.

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) Copy of previous licence.
- (3) Degree/Diploma attested by Notary/Magistrate only for new directors/partners of the company/firm.
- (4) Affidavit duly notarised against Sl. No. 3 of the application form is a must.
- (5) Self-addressed envelop of 4.5 x 10" with Rs. 17 postage stamps.
- (6) Work performance report.
- (7) Please enclose Form-IRDA-6A-AF complete in all respects along with attested photocopies of the documents in respect of all new directors/partners/employees of the company/firm.

### 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 and 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. The 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 reason for the same should be stated furnishing documentary evidence for the same.
3. Any correction or alteration made 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. 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.
7. 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.
8. The application complete in all respects along with crossed 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.
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 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.