

# THE INSURANCE REGULATORY AND DEVELOPMENT AUTHORITY OF INDIA (INSURANCE SURVEYORS AND LOSS ASSESSORS) REGULATIONS, 2015<sup>1</sup>

*In exercise of the powers conferred by clause (x) and (xa) of sub-section 2 of section 114A read with sections 42D, 42E and 64UM of the Insurance Act, 1938 (4 of 1938), and sections 14 and 26 of the Insurance Regulatory and Development Authority Act, 1999 (41 of 1999), the Authority, in consultation with the Insurance Advisory Committee, hereby makes the following Regulations, namely:—*

## CHAPTER I PRELIMINARY

**1. Short title, commencement and application.**—(1) These Regulations may be called the Insurance Regulatory and Development Authority of India (Insurance Surveyors and Loss Assessors) Regulations, 2015.

(2) They shall come into force on the date<sup>2</sup> of their publication in the Official Gazette and shall apply to all licensed insurance Surveyors and Loss Assessors.

(3) These Regulations supersede Insurance Surveyors and Loss Assessors (Licensing, Professional Requirements and Code of Conduct) Regulations, 2000 with effect from date of Gazette notification.

**2. Definitions.**—In these Regulations, unless the context otherwise requires,—

- (1) "Act" means the Insurance Act, 1938 (4 of 1938);
- (2) "Applicant" means a person who applies for the grant of a Surveyor and Loss Assessor license or renewal thereof;
- (3) "Authority" means the Insurance Regulatory and Development Authority of India (IRDAI) established under sub-section (1) of section 3 of the Insurance Regulatory and Development Authority Act, 1999 (41 of 1999);
- (4) "Associate member" means any Licentiate Member and holding valid Surveyor and Loss Assessor license continuously for a period not less than 8 years and upon fulfilment of other criteria set out in regulation 15(1)(a)(ii);
- (5) "Corporate Surveyor" means a company incorporated under the Companies Act, 2013 or a Firm formed under Partnership Act, 1932, or an LLP (Limited Liability Partnership) incorporated under LLP Act, 2008 and who is licensed to act as Surveyor and Loss Assessor;
- (6) "Designated Person" means an officer of the Authority so designated by the Authority to discharge the functions assigned to him under these Regulations;
- (7) "Fellow Member" means any Associate Member holding valid Surveyor and Loss Assessor license continuously for a period not

1. *Vide* Notification F. No. IRDAI/Reg/18/108/2015, dated 30th October, 2015, published in the Gazette of India, Extra., Pt. III, Sec. 4, No. 359, dated 3rd November, 2015.

2. Came into force on 3-11-2015.

- less than 16 years and fulfils other criteria set out in regulation 15(1)(a)(iii);
- (8) "Inspecting Authority" means the person(s) appointed by the Authority to inspect and investigate the affairs of any Surveyor and Loss Assessor;
  - (9) "Institute" means the Indian Institute of Insurance Surveyors and Loss Assessors (IIISLA) promoted by IRDAI under section 14(2)(f) of IRDA Act, 1999 and incorporated under section 8 of the Companies Act, 2013;
  - (10) "IRDA Act" means the Insurance Regulatory and Development Authority Act, 1999 (41 of 1999);
  - (11) "Licentiate Member" means any person holding a valid license issued by the Authority to act as Surveyor and Loss Assessor and fulfils other criteria set out in regulation 15(1)(a)(i);
  - (12) "Member" means Student Member or Licentiate Member or Associate Member or Fellow Member of the Institute;
  - (13) "Surveyor and Loss Assessor" means a person who is licensed by the Authority to act as Surveyor and Loss Assessor;
  - (14) "Student Member" means any person who is Member of the Institute and who enrolls himself as a trainee with the Authority for seeking practical training to obtain a license to act as Surveyor and Loss Assessor;
  - (15) "Membership level of a Surveyor and Loss Assessor" means level allotted by the Institute to a Member, based on the criteria set out in regulation 15 of these Regulations;
  - (16) words and expressions used and not defined in these Regulations but defined in the Insurance Act, 1938 (4 of 1938) or Insurance Regulatory and Development Authority Act, 1999 (41 of 1999) or the General Insurance Business (Nationalization) Act, 1972 (57 of 1972), or in any Rules or Regulations made under those Acts, shall have the meanings respectively assigned to them in those Acts, Rules, Regulations, as the case may be;
  - (17) In these Regulations the use of the word "he", "him" or "his" wherever appearing shall mean and include "she", "her", "it" or "it's" as the case may be; and the singular shall be deemed to mean and include the plural.

## CHAPTER II

### LICENSING PROCEDURE

**3. Application for, and matters relating to, grant of license to individual Surveyors and Loss Assessors.**—(1) Every person who is a Student Member of the Institute and intending to act as a Surveyor and Loss Assessor in respect of general insurance business shall apply to the Authority for grant of License in FORM-IRDAI-1-AF as given in Schedule II to these Regulations.

#### (2) Eligibility Criteria

##### (a) Qualifications:

- (i) academic/technical/professional/Insurance Qualifications given in Schedule I Annexure-1 of these Regulations.

(ii) other qualifications as may be specified by the Authority from time to time.

(iii) shall be a "Member" of the Institute.

(b) Training:

(i) Practical training for a period of not less than twelve months as specified in regulation 17(1).

(ii) Such other training which the Authority may specify from time to time.

*Explanation:* Any person who has undergone the requisite training for obtaining a license to act as a Surveyor and Loss Assessor, as stated above may have to undergo such other training as may be specified by the Authority.

(c) Examination: Passing of relevant paper(s) of Surveyor and Loss Assessor Examination conducted by the Insurance Institute of India, Mumbai or any other Institute recognized by the Authority.

*Explanation:* Any person who has, as on the date of notification of these Regulations, successfully completed the examination for obtaining a license to act as Surveyor and Loss Assessor, is exempt from taking examination once again stated under sub-regulation 3(2)(c) above <sup>1</sup>[Subject to regulation 3(8)(c)].

(3) Documents to be enclosed:

(a) Application in Form-IRDAI-1AF duly complete in all respects.

(b) Copy of Membership certificate issued by the Institute, indicating Student Membership No. Date of Issue, etc.

(c) Recent passport photo

(d) Copy of PAN Card

(e) Address Proof

(f) Proof of qualification (notarized)

(g) Training completion certificate (in original)

(h) Copy of quarterly reports (for the previous 4 quarters)

(i) Copy of marks sheet in support of having passed the Surveyor and Loss Assessor examination as provided under regulation 18 of these Regulations

(j) No Objection Certificate from employer, if employed (in original)

(k) Affidavit as stated at Sl No. 2 of FORM-IRDAI-1-AF (to be uploaded in soft form at the time of submission of application through online)

(l) Self addressed envelope of 4.5"x10" with minimum of Rs. 40 postage stamp

(m) Demand draft, in case fee is paid by DD

(n) Details of fee payment by RTGS/NEFT, if paid through RTGS/NEFT

(o) Any other document/information that may be required by the Authority from time to time

(Copies of documents other than (f), (g), (j), (l), (m) and (n) shall be self-attested)

1. Ins. by Notification F.No. IRDAI/Reg/7/144/2017, dated 5th May, 2017 (w.e.f. 17-5-2017).

**(4) Disclosures:**

- (a) Every licensed Surveyor and Loss Assessor is required to submit a declaration stating that he/she shall file with the Authority, any changes in the information submitted to the Authority within 15 days of such change and apply in the FORM-IRDAI-17-AF as given in Schedule II to these Regulations, for grant of modified license. The license issued by the Authority (in original) shall be surrendered at the time of application for grant of modified license.
- (b) Every licensed Surveyor and Loss Assessor shall submit such other information as may be required by the Authority from time to time.

(5) **Payment of fees**—The applicant shall pay fees as provided under Regulation 5, through online net banking/RTGS/NEFT/Demand Draft in favour of IRDAI and furnish evidence of payment.

(6) **Application to conform to the requirements**—An application, not complete in all respects and not conforming to the instructions specified in the application form and these Regulations, shall be rejected:

Provided that, before rejecting any such application, the applicant shall be given a reasonable opportunity to complete the application in all respects and rectify the errors, if any.

**(7) Furnishing of information, clarification and personal representation—**

- (a) The Authority may require an applicant to furnish any further information or clarification for the purpose of examination of the application, and, thereafter, in regard to any other matter as may be deemed necessary by the Authority.
- (b) The applicant shall, if so required, appear before the Authority for a personal representation in connection with their application.

**(8) Consideration of application—**

- (a) The Authority, while considering the application made under regulation 3(1) for grant of license as a Surveyor and Loss Assessor, take into consideration all matters relating to the duties, responsibilities and functions of Surveyor and Loss Assessor and satisfy itself that the applicant is a fit and proper person to be granted a license.
- (b) Without prejudice to the foregoing, the Authority shall take into account the following and satisfy itself that the applicant:
- (i) meets all the requirements of section 64UM read with section 42D of the Act and fulfils the eligibility criteria set out in regulation 3 of these Regulations;
  - (ii) has not been refused in the past one year the grant of a license as Surveyor and Loss Assessor by the Authority;
  - (iii) is not suffering from any of the disqualifications specified under section 42D of the Act;
  - (iv) possesses the specified qualifications, has undergone practical training and has passed an examination conducted by the examination body.

<sup>1</sup>[(c) The application for license shall be submitted within a period of 5 years from the date of enrolment after meeting the requirements:

Provided that those who have enrolled as trainees with the Authority as on the date of notification of these Regulations, shall

apply for license after meeting the requirements within one year from the date of notification or 5 years from the date of enrolment, whichever is later.]

(9) **Grant of license**—The Authority on being satisfied that the applicant is eligible for grant of license, shall grant the same in FORM-IRDAI-2-LF as given in the Schedule II to these Regulations, mentioning the level of membership granted by the Institute, particular class/department or subject of general insurance business namely, fire, marine cargo, marine hull, engineering, motor, miscellaneous, crop insurance and loss of profit.

(10) **Validity of License**—The license granted shall be valid for a period of three years.

(11) A Surveyor and Loss Assessor, whose license has been cancelled or suspended for any reason, may submit an application for issuance of license, after the expiry of one year from the date of such cancellation or suspension, and such application shall be treated as a fresh case, and, accordingly, the applicant shall satisfy all the requirements of regulation 3(2) above.

**4. Application for grant of fresh Corporate Surveyor and Loss Assessor License and related matters.**—(1) An applicant desiring to obtain a Corporate Surveyor and Loss Assessor license shall do so in Form-IRDAI-3-AF as given in the Schedule II to these Regulations.

(2) **Eligibility Criteria** – The directors/partners of the company/firm, shall conform *mutatis mutandis* to the eligibility criteria set out in regulation 3 of these Regulations.

(3) In addition, the Authority shall satisfy itself that the application submitted is complete in all respects, satisfies all the applicable requirements of section 64UM read with section 42D of the Act.

Provided that none of the directors or partners suffers from any of the disqualifications mentioned in section 42D of the Act.

(4) There shall be at least two directors/partners in the company/firm at any point of time who are members of the Institute and are licensed to act as Surveyor and Loss Assessor. The department and level of membership of the director/partner under their individual Surveyor and Loss Assessor license shall become the department and level of Membership of the Company/firm. Any licensed Surveyor and Loss Assessor appointed as director/partner of a company/firm seeking application for grant of corporate surveyor license, shall undertake survey jobs and issue survey reports only in the capacity of director/partner of the applicant company/firm.

(5) **Documents to be enclosed:**

- (a) Application in Form-IRDAI-3-AF duly completed in all respects.
- (b) Copy of Membership certificate issued by the Institute to the directors/partners, indicating Membership No, Date of Issue etc.
- (c) One recent photo of directors/partners
- (d) Copy of Surveyor and Loss Assessor license of directors/partners
- (e) Copy of certificate of incorporation issued by ROC in case of company
- (f) Copy of Partnership deed in case of a firm duly signed by all the partners
- (g) Copy of Memorandum and Articles of association of the company
- (h) Copy of Form no. DIR-12 filed with ROC
- (i) Copy of Form no. INC-22/23 filed with ROC

- (j) Copy of Form no. 20B/Form SH7, as the case may be, filed with ROC
- (k) Copy of TAN
- (l) Proof of qualification of directors/partners
- (m) Copy of PAN No. and Address Proof of directors/partners
- (n) Affidavit as stated under Sl. No. 2 of FORM-IRDAI-3-AF including whether any person, directly or indirectly connected with the applicant, has been refused in the past the grant of a license/registration by the Authority.
- (o) Fit & Proper statement made by the directors/partners
- (p) Self addressed envelope of 4.5"x10" with minimum of Rs. 40 postage stamp
- (q) Demand draft, in case fee is paid by DD
- (r) Details of fee payment by RTGS/NEFT, if paid through RTGS/NEFT
- (s) Any other document/information that may be required by the Authority from time to time (Copies of documents at Sl. No. (d) to (m) shall be notarized)

**(6) Disclosures:**

- (1) Required to submit a declaration stating that prior to joining the applicant company/firm, the individual Surveyors and Loss Assessor shall complete all survey jobs entrusted to them within the timelines provided under IRDA (Protection of Policyholder's Interest) Regulations, 2002 and that upon grant of Corporate Surveyor and Loss Assessor license, such individual Surveyor and Loss Assessors shall henceforth work only under the Corporate Surveyor and Loss Assessor license.
- (2) Required to submit a declaration stating that the directors/partners shall submit information about resignation/death/suspension of director/partner, change in share holding pattern and such other material changes to the Authority and apply in FORM-IRDAI-18-AF as given in the Schedule II to these Regulations within 15 days of such change for grant of modified license. The license issued by the Authority (in original) to the company/firm shall be surrendered at the time of application for grant of modified license.
- (3) Require to submit details of those Surveyor and Loss Assessors who are employed in the registered office and branch office/s of the company/firm to conduct survey jobs on behalf of the company/firm.
- (4) Such other additional requirements as may be specified by the Authority from time to time.

(7) **Payment of fees**—Shall pay fees as provided under regulation 5, through online net banking/RTGS/NEFT/Demand Draft in favour of IRDAI and furnish evidence of payment.

(8) **Application to conform to the requirements**—An application, not complete in all respects and not conforming to the instructions specified in the application form and these Regulations, shall be rejected:

Provided that, before rejecting any such application, the applicant shall be given a reasonable opportunity to complete the application in all respects and rectify the errors, if any.

(9) **Furnishing of information, clarification and personal representation—**The Authority may require an applicant to furnish any further information or clarification for the purpose of disposal of the application, and, thereafter, in regard to any other matter as may be deemed necessary by the Authority.

(10) The applicant shall, if so required, appear before the Authority for a personal representation in connection with their application.

(11) **Consideration of application—**The Authority while considering the application made under regulation 4(1) for grant of license as a Corporate Surveyor and Loss Assessor, take into consideration all matters relating to the duties, responsibilities and functions of Surveyor and Loss Assessor and satisfy itself that the applicant is a fit and proper person to be granted a license.

(12) Without prejudice to the foregoing, the Authority shall take into account the following and satisfy itself that;

- (a) the applicant meets all the requirements of section 64UM read with section 42D of the Act and fulfils the eligibility criteria set out in regulation 4(2), 4(3) and 4(4) of these Regulations;
- (b) none of the directors or partners suffers from any of the disqualifications mentioned in section 42D of the Act;
- (c) the applicant has not been refused in the past one year the grant of a license/registration by the Authority;
- (d) directors/partners of the company/firm are Fit and Proper based on the statement in Schedule-I Annexure 2 of these Regulations;
- (e) the main object of the company/firm shall be to carry out insurance survey and loss assessment;
- (f) the name of the company or firm shall include the words "Insurance Surveyor and Loss Assessors";
- (g) the aggregate holdings of equity shares held by a foreign investor including portfolio investors shall be disclosed at the time of making the application for grant of license, which shall be as prescribed by the Central Government from time to time;
- (h) the same promoter/subscriber of the applicant does not have more than one Corporate Surveyor and Loss Assessor license. "Promoter/Subscriber" shall be as defined in the "Companies Act, 2013";
- (i) whether any person, directly or indirectly connected with the applicant, has been refused in the past the grant of a license/registration by the Authority.

*Explanation:—*For the purposes of this sub-clause, the expression "directly or indirectly connected" means in the case of a firm or a company or a body corporate, an associate, a subsidiary, an interconnected undertaking or a group company of the applicant. It is hereby clarified that these terms shall have the same meanings as ascribed to them in the Companies Act, 2013 or the Competition Act, 2002, as the case may be.

(13) **Grant of license**—The Authority, on being satisfied that the applicant is eligible for grant of license, shall grant the same in FORM-IRDAI-4-LF as given in the Schedule-II to these Regulations, indicating the departments and membership level of the corporate surveyor and loss assessor.

(14) **Validity of License**—The license granted shall be valid for a period of three years.

(15) **Conditions of license**—

- (1) Upon grant of Corporate Surveyor and Loss Assessor license, the company/firm can undertake survey jobs only in those department and level of membership displayed against each of the director/partner in the Corporate Surveyor and Loss Assessor license issued by the Authority.
- (2) None of the directors or partners of a Corporate Surveyor and Loss Assessor shall be appointed as director or partner in another Corporate Surveyor and Loss Assessor company/firm.
- (3) Individual Surveyor and Loss Assessor who is working as an employee of a company/firm shall undertake survey jobs only of that company/firm with whom he/she is employed with. The employee shall undertake survey jobs only in those departments and level of membership allotted to him/her under his/her individual license.
- (4) The company/firm shall undertake reasonable number of survey jobs which are commensurate with their resources and the number of individual Surveyors and Loss Assessors they employ.
- (5) The Corporate Surveyor and Loss Assessor company/firm shall maintain records including in electronic form in the format specified by the Authority which shall capture claim-wise and individual Surveyor and Loss Assessor-wise details wherein each claim surveyed by the company/firm is tagged to the individual Surveyor and Loss Assessor in the company/firm. The corporate surveyor company/firm shall put in place systems which allow regular access to such records and details by the Authority.

**5. Fee Structure.**—The fee payable to the Authority by fresh applicants for grant of license to act as Surveyors and Loss Assessors shall be one thousand Rupees plus applicable service tax as prescribed by Central Government from time to time.

**6. Application for grant of renewal license (Individual/Corporate Surveyor and Loss Assessor) and related matters:**—(1) An application for renewal of Surveyor and Loss Assessor license including online submission of application for renewal, shall reach the Authority at least thirty days before the expiry of the period of validity thereof,

- (a) in FORM-IRDAI-5-AF (for individuals)
- (b) in FORM-IRDAI-6-AF (for Corporate Surveyor and Loss Assessors) as given in the Schedule-II to these Regulations, along with a renewal fee of one hundred rupees plus applicable service tax as prescribed by Central Government from time to time.



Provided that the Authority may, if it is satisfied that undue hardship would be caused otherwise, accept any application, within six months of its expiry on payment by the applicant of a penalty of seven hundred and fifty rupees:

Provided further that a license not so renewed ceases to exist. However, an application from such surveyor and loss assessor whose license has ceased to exist can be treated as fresh application and processed under Regulation 3 or Regulation 4, and such applicant shall be allotted Licentiate level of Membership in the license issued by the Authority.

(2) The Authority may renew the license upon being satisfied that the applicant has complied with all the requirements as may be specified by the Authority from time to time, particularly those specified in Chapter II of these Regulations.

(3) Documents to be submitted

(a) In case of Individual:

- (i) Application in Form-IRDAI-5-AF duly completed in all respects.
- (ii) Recent photo
- (iii) Copy of PAN Card
- (iv) Address Proof
- <sup>1</sup>(v) Proof of qualification (notarized) or categorization letter issued by the Authority stating the eligible Departments in accordance with the categorization made vide IRDA/Order/SLA/30/3/2002 dated 30th March, 2002.]
- (vi) No Objection Certificate from employer, if employed (in original)
- (vii) Work performance in Form-IRDAI-12 (to be uploaded in soft form for previous 3 financial years)
- (viii) Affidavit as stated under Sl. No. 2 of FORM-IRDAI-5-AF
- (ix) Copy of Membership Certificate issued by the Institute.
- (x) Self addressed envelope of 4.5"x10" with minimum of Rs. 40 postage stamp
- (xi) Demand draft, in case fee is paid by DD
- (xii) Details of fee payment by RTGS/NEFT, if paid through RTGS/NEFT
- (xiii) Any other document/information that may be required by the Authority from time to time  
(Copies of documents at Sl. No. (iii) to (ix) shall be notarized)
- (xiv) Proof of sole proprietor registration with local authorities, in case applying for sole proprietorship (notarized)

(b) In case of corporate surveyors:

- (i) Application in Form-IRDAI-6-AF duly completed in all respects.
- (ii) one recent photo of directors/partners
- (iii) Copy of Surveyor and Loss Assessor license of directors/partners and their Membership details
- (iv) Copy of Certificate of Incorporation issued by ROC in case of company
- (v) Copy of Partnership Deed in case of a firm duly signed by all the partners

1. Subs. by Notification F.No. IRDAI/Reg/7/144/2017, dated 5th May, 2017, for regulation 6(3)(a)(v) (w.e.f. 17-5-2017). Reg. 6(3)(a)(v), before substitution stood as under:

"(v) Proof of qualification (notarized)".

- (vi) Copy of Memorandum and Articles of Association of the company
- (vii) Copy of Form no. DIR-12 filed with ROC
- (viii) Copy of Form no. INC-22/23 filed with ROC
- (ix) Copy of Form 20B/Form SH7, as the case may be, filed with ROC
- (x) Copy of TAN
- (xi) Proof of qualification of directors/partners
- (xii) Copy of PAN Card and Address Proof of directors/partners
- (xiii) Affidavit as stated under Sl. No. 4 of FORM-IRDAI-6-AF
- (xiv) Self addressed envelope of 4.5"x10" with minimum of Rs. 40 postage stamp
- (xv) Work Performance of the company/firm (to be uploaded in soft form for previous 3 financial years) (as per Form-IRDAI- 12)
- (xvi) Demand Draft, in case fee is paid by DD
- (xvii) Details of fee payment by RTGS/NEFT, if paid through RTGS/NEFT
- (xviii) Any other document/information that may be required by the Authority from time to time
- (xix) Fit and proper statement as specified in Schedule I, Annexure 2.

(Copies of documents at Sl. No. (iii) to (xiii) shall be notarized)

(4) The application for renewal of license shall be processed taking into account the eligibility criteria, existing, including those set out under Regulation 3 and 4, at the time of receipt of such application.

(5) The Authority on being satisfied that the applicant is eligible for renewal of license, shall renew the same:

(a) in Form-IRDAI-7-LF in case of individuals including sole proprietor.

(b) in Form-IRDAI-8-LF in case of Corporate Surveyor and Loss Assessor in the format given in the Schedule-II to these regulations.

(6) A license so renewed shall be valid for three years from the date of renewal unless cancelled earlier.

**7. Procedure where application for grant of license is rejected.—**(1) The application for grant of license can be rejected on the following grounds:

(a) does not conform with or the applicant fails to comply with the provisions of the Act and these Regulations.

(b) if the Authority is of the opinion that the grant of license is not in the interest of the policy holders.

Provided that before rejecting any such application, the applicant shall be given a reasonable opportunity of being heard.

(2) Where the application for grant of license is rejected, a refund of 60% of the applicable fee received shall be made to the applicant.

(3) The rejection of application as stated under sub-regulation (1) above, shall be communicated to the applicant within thirty days of such rejection, stating the grounds for rejection thereof.

(4) Any applicant aggrieved by the decision of the Authority may make an appeal to Securities Appellate Tribunal, as per the procedure prescribed for such an appeal, within a period of forty-five days from the date on which a copy of the order made under Sub-regulation (1) above is received by him.

**8. Procedure where application for renewal of license is refused.**—(1) The Authority may refuse the application for renewal of license to a Surveyor and Loss Assessor on any of the following grounds, if the applicant:

- (a) makes a statement which is false in material particulars with regard to the eligibility for obtaining License.
- (b) if the applicant suffers from any of the disqualifications provided under section 42D read with section 64UM of the Act:

Provided that the Authority shall give a reasonable opportunity, to the person concerned, of being heard, before such refusal.

(2) The refusal of license referred to in sub-regulation (1) above shall take effect from the date of such refusal and no Surveyor and Loss Assessor shall carry out any survey and loss assessment work thereafter, including the jobs on hand. All such pending jobs shall be returned by him/it to the insurer or the insured, as the case may be.

(3) Any applicant aggrieved by the decision of the Authority may make an appeal to Securities Appellate Tribunal, as per the procedure prescribed for such an appeal, within a period of forty-five days from the date on which a copy of the order made under sub-regulation (1) above is received by him.

(4) A surveyor whose license renewal is refused for any reason, may submit an application for issuance of license, after the expiry of one year from the date of such refusal, and, such an application shall be treated as an application for grant of fresh license, and accordingly the applicant shall satisfy all the requirements stated under Regulation 3 or Regulation 4 as the case may be.

**9. Issue of Duplicate License.**—(1) A person to whom a license has been issued or renewed, shall, if such license is lost, destroyed or mutilated, make an application in FORM-IRDAI-9-AF given in the Schedule II to these Regulations to the Authority requesting for issuance of duplicate thereof, along with a fee as specified by the Authority.

(2) The application referred to in sub-regulation (1) above shall contain full particulars of license and as to how the loss/destruction or mutilation has occurred, and the application shall be accompanied by mutilated pieces, if any, in possession of the person making the application.

(3) The Authority, on being satisfied, may issue a duplicate license in FORM-IRDAI-10-LF as given in the Schedule-II to these Regulations.

(4) The duplicate license so issued shall remain in force for the remainder of the period of validity of the license, unless cancelled earlier, and the duplicate shall bear an endorsement thereon that it is a duplicate.

### CHAPTER III

## CONSTITUTION AND FUNCTIONS OF SURVEYORS AND LOSS ASSESSORS COMMITTEE

**10. Constitution.**—(1) The Authority shall constitute a Committee to be called "Surveyors and Loss Assessors Committee" (hereinafter referred to as

“the Committee”), for assisting the Authority on the matters and affairs relating to Insurance Surveyors and Loss Assessors.

(2) The Committee shall consist of the following persons:—

- (a) an Officer of the Authority;
- (b) two representatives of the Surveyors and Loss Assessors;
- (c) a representative of Insurers from Public sector and a representative of insurers from Private sector;
- (d) a representative of the policy holders;

(3) The Committee will have tenure of three years and will be presided over by the officer of the Authority.

**11. Functions of the Committee.**—(1) The Committee shall perform the following functions:—

- (a) recommending the syllabus for examination and practical training requirements for persons to qualify as Surveyors and Loss Assessors;
- (b) recommending to the Authority for its consideration to recognise foreign qualifications and training for the purpose of grant of license to act as Surveyors and Loss Assessors;
- (c) improving and developing the status and standard of the profession of Surveyors and Loss Assessors;
- (d) coordinating with educational or other institutions, having as their objectives, wholly or partly, similar to those of the profession of Surveyors and Loss Assessors, in such manner as may be conducive for the attainment of common objectives;
- (e) looking into the matters of professional misconduct, indiscipline, non-adherence to code of conduct by Surveyors and Loss Assessors;
- (f) discharging any other function, which may be entrusted by the Authority, from time to time.

(2) The Committee may meet as frequently as necessary to conduct its affairs and the Officer of the Authority shall decide the venue, time and frequency of such meetings.

(3) The members of the Committee, other than the officer of Authority will be entitled to such allowances as may be determined by the Authority from time to time.

**12. Appointment of Surveyors and Loss Assessors.**—(1) No person or a firm or a company shall act as a Surveyor and Loss Assessor without being licensed under Regulation 3 or Regulation 4, as the case may be.

(2) Surveyors and Loss Assessors shall be appointed either by insurers or insured to assess loss under a policy of insurance in respect of

- (a) Motor insurance – above Rupees fifty thousand
- (b) Other than motor insurance – above Rupees one lakh

(3) The above mentioned limit shall be reviewed every three years by the Authority.

(4) Such appointment of a surveyor for assessment of loss shall be made within 72 hours from the time the occurrence of loss was known to the insurer or insured, as the case may be. Notice of such appointment shall be sent in

writing to the insurer or insured as the case may be and shall form part of the claims settlement process.

(5) A Surveyor and Loss Assessor shall assess losses of only those departments specified in his/her or its license.

#### CHAPTER IV DUTIES AND RESPONSIBILITIES OF A SURVEYOR AND LOSS ASSESSOR

13. It shall be the duty of every Licensed Surveyor and Loss Assessor to investigate, manage, quantify, validate and deal with losses (whether insured or not) arising from any contingency, and report thereon to the insurer or insured, as the case may be. All Licensed Surveyors and Loss Assessors shall carry out the said work with competence, objectivity and professional integrity and strictly adhere to the code of conduct as stipulated in these Regulations.

(1) The following, shall, *inter alia*, be the duties and responsibilities of a Surveyor and Loss Assessor:—

- (a) declaring whether he has any interest in the subject-matter in question or whether it pertains to any of his relatives, business partners or through material shareholding;  
*Explanation:* For the purpose of this clause 'relatives' shall mean any of the relatives as defined in sub-section (77) of section 2 of the Companies Act, 2013;
- (b) Bringing to the notice of the Authority, any change in the information or particulars furnished at the time of issuance of license, within a period not exceeding fifteen days from the date of occurrence of such change, that has a bearing on the license granted by the Authority;
- (c) maintaining confidentiality and neutrality without jeopardising the liability of the insurer and claim of the insured;
- (d) conducting inspection and re-inspection of the property in question suffering a loss;
- (e) examining, inquiring, investigating, verifying and checking upon the causes and the circumstances of the loss in question including extent of loss, nature of ownership and insurable interest;
- (f) conducting spot and final surveys, as and when necessary and comment upon franchise, excess/under insurance and any other related matter;
- (g) estimating, measuring and determining the quantum and description of the subject under loss;
- (h) advising the insurer and the insured about loss minimisation, loss control, security and safety measures, wherever appropriate, to avoid further losses;
- (i) commenting on the admissibility of the loss as also observance of warranty conditions under the policy contract;
- (j) surveying and assessing the loss on behalf of insurer or insured;
- (k) assessing liability under the contract of insurance;
- (l) pointing out discrepancy, if any, in the policy wordings;

- (m) satisfying queries of the insured/insurer and of persons connected thereto in respect of the claim/loss;
- (n) recommending applicability of depreciation, percentage and quantum of depreciation;
- (o) giving reasons for repudiation of claim, in case the claim is not covered by policy terms and conditions;
- (p) taking expert opinion, wherever required;
- (q) commenting on salvage and its disposal wherever necessary.

(2) A surveyor or loss assessor whether appointed by insurer or insured, shall submit his report to the insurer as expeditiously as possible, but not later than 30 days of his appointment, with a copy of the report to the insured giving his comments on the insured's consent or otherwise on the assessment of loss. Where, in special circumstances of the case, either due to its special and complicated nature, the surveyor shall under intimation to the insured, seek an extension, in any case not exceeding six months from the insurer for submission of his report.

(3) In cases where the Survey report is pending due to non completion of documents, the surveyor may issue the final survey report independently based on the available documents on record, giving minimum three reminders in writing to the insured.

(4) If an insurer, on the receipt of a survey report, finds that it is incomplete in any respect, he shall require the surveyor under intimation to the insured, to furnish an additional report on such incomplete issues. Such a request may be made by the insurer within 15 days of the receipt of the original survey report:

Provided that the facility of calling for an additional report by the insurer shall not be resorted to more than once in the case of a claim.

(5) The surveyor on receipt of this communication shall furnish an additional report within three weeks of the date of receipt of communication from the insurer.

## CHAPTER V

### CATEGORISATION OF SURVEYORS

14. (1) A Surveyor and Loss Assessor shall be categorized on the basis of level of membership allotted by the Institute. The three levels of membership in the Institute *viz.*, Licentiate, Associate and Fellow, shall be as defined in these Regulations.

(2) Every Surveyor and Loss Assessor, whether a company or firm or an individual, shall be eligible to carry on the work as a surveyor and loss assessor, as per the level of membership allotted by the Institute and specified in the license.

15. **Functions of the Institute.**—(1) The Institute shall grant appropriate membership to the person eligible, within 15 days from the date of receipt of application for membership. The license issued by the Authority to act as a Surveyor and Loss Assessor shall be based on the following criteria, including any other criteria as may be specified:

- (a) Membership:

- (i) Licentiate Member: Any person holding a valid license issued by the Authority to act as Surveyor and Loss Assessor, and fulfils other criteria set out in Regulation 15(1)(b).
- (ii) Associate member: Any Licentiate Member and holding valid license continuously for a period not less than 8 years and fulfils other criteria set out in regulation 15(1)(b).
- (iii) Fellow Member: Any Associate Member and holding valid license continuously for a period not less than 16 years and fulfils other criteria set out in Regulation 15(1)(b).

Provided that any person holding a valid license issued by the Authority as on date of notification of these Regulations may be issued appropriate level of membership by the Institute taking into account his/her number of years of continuous previous service as Surveyor and Loss Assessor.

(b) Training, examination, seminars and workshops:

- (i) The Institute shall conduct training, examination, seminars and workshops in India for all the Members and every Member, in order to upgrade his/her level of Membership, shall undergo such training, examinations, seminars and workshops as specified below:

- (ii) In addition to the period of practical training that an applicant seeking a license to act as a Surveyor and Loss Assessor is required to undergo, he/she shall undergo training conducted by the Institute commensurate to their level of membership, for the minimum period as specified below:

Licentiate – 100 hrs

Associate – 50 hrs

Fellow – 25 hrs

- (iii) The Institute or any other institution authorized by the Authority, shall conduct seminars and workshops and every Member shall attend a minimum number of such seminars and workshops as specified below:

Licentiate – 5

Associate – 8

Fellow – 10

Provided that such training, examination, seminars and workshops of the Institute shall have prior approval of the Authority:

Provided that all existing licensed Surveyors and Loss Assessors shall become the Members of the Institute and shall apply to the Authority for grant of modified license indicating the level of Membership allotted by the Institute in accordance with these Regulations:

Provided further that notwithstanding grant of particular level of membership, the total number of continuous years will be reckoned from the time of grant of first license as Surveyor and Loss Assessor:

Provided further that such members shall be required to comply with the requirements on training, evaluation, seminars and workshops for upgrading the existing levels of membership within the time limit as may be prescribed by the Authority from time to time.

(2) In case the Institute declines any level of membership to the Surveyor and Loss Assessor including student membership, the person can appeal to the Authority.

(3) The Authority shall consider such an application and communicate its decision thereon to the person and Institute in writing within six weeks of the receipt thereof which shall be binding on both.

(4) In case the Institute does not comply with the decision of the Authority, the Authority may then issue the license to the applicant on merits of the case without the accompanying membership of the Institute, and such decision would be binding on the Institute.

(5) The Authority may from time to time issue such guidelines, directions or such other communication for the efficient conduct of the affairs of the Institute.

## CHAPTER VI CODE OF CONDUCT

**16. Every Surveyor and Loss Assessor shall.**—(1) behave ethically and with integrity in the professional pursuits. Integrity implies not merely honesty but fair dealings and truthfulness;

(2) strive for objectivity in professional and business judgment;

(3) act impartially, when acting on instructions from an insurer in relation to a policy holder's claim under a policy issued by that insurer;

(4) conduct himself with courtesy and consideration to all people with whom he comes into contact during the course of his work;

(5) not accept or perform survey works in areas for which he does not hold a license;

(6) not accept or perform work which he is not competent to undertake, unless he obtains some advice and assistance, as will enable him to carry out the work competently;

(7) carry out his professional work with due diligence, care skill and with proper regard to technical and professional standards expected of him;

(8) keep himself updated with all developments relevant to his professional practice;

(9) at all times maintain proper record for the work done by him and comply with all relevant laws;

(10) assist and encourage his colleagues to obtain professional qualifications, and, in this behalf, provide free article ship and/or practical training for a period of twelve months;



(11) work only as Surveyor and Loss Assessor in insurance business and not undertake any business advisory or consultancy service or work which could give rise to conflict of interest;

(12) not perform any outsourced activity other than those permitted by the Authority's Outsourcing Guidelines.

(13) maintain a register of survey work as specified in FORM-IRDAI-11, containing the relevant information, such as, details of insured, insurer, policy number, date of allocation of survey work, date of submission of survey report, amount of claims assessed, such fee details and shall keep important records of the survey reports, photographs and other important documents for a period of three years and furnish the same and such other specified returns, as and when called for by the Authority or by any investigating authority or the insurer. However, in case of litigation involving above information/records/documents/photographs etc., the same shall be maintained till the conclusion of the litigation.

(14) acknowledge receipt of all monies received in connection with fee or remuneration received for carrying out survey work.

(15) disclose to all parties concerned his appointment, where the acceptance or continuance of such an engagement may materially prejudice, or could be seen to materially affect the interests of any interested party. As soon as a conflict of interest is foreseen, every Surveyor and Loss Assessor shall notify all interested parties immediately and seek instructions for his continuance.

(16) not disclose any information, pertaining to a client or employer or policy holder acquired in the course of his professional work, to any third party, except, where consent has been obtained from the interested party, or where there is a legal right or duty enjoined upon him to disclose.

(17) neither use nor appear to use, any confidential information acquired or received by him in the course of his professional work, to his personal advantage or for the advantage of a third party.

(18) shall undertake survey jobs in a company/firm only as an employee/director/partner.

(19) Every Surveyor and Loss Assessor who is an employee of an insurer shall only survey and assess the loss and not involve himself/herself in settlement of claim.

(20) Comply with the provisions of AOA, regulations, and Code of Ethics framed by the Institute from time to time.

(21) Comply with all the provisions of the Act, the IRDA Act, the Rules and Regulations made thereunder and other orders, directions and guidelines issued by the Authority from time to time.

## CHAPTER VII TRAINEE APPLICANTS

17. (1) A Student Member seeking a license to act as a Surveyor and Loss Assessor shall apply and enrol with Authority as Trainee in FORM-IRDAI-

13 as given in the Schedule II to these Regulations, after having obtained the willingness to impart training from his trainer in FORM-IRDAI-14 as given in the Schedule II to these Regulations, and shall undergo practical training for a period of not less than twelve months with a licensed Surveyor and Loss Assessor as specified below.

(2) During the period of training, every applicant who is a Student Member of the Institute and enrolled as trainee shall comply with the code of conduct and code of ethics prescribed by the Institute and duly approved by the Authority and shall include the following:

- (a) Behave ethically and with integrity. Integrity implies not merely honesty but fair dealings and truthfulness.
- (b) Not accept/performance/undertake any survey works and not issue any survey report without holding a valid license issued by the Authority to act as Surveyor and Loss Assessor.
- (c) Maintain at all times, proper record of training details duly certified by the trainer surveyor.
- (d) Disclose all information relating to any proceedings initiated or investigation pending or carried out/against him/her or by any agency and details of the outcome thereof.
- (e) File within 15 days, any change in information already submitted to the Authority.
- (f) Any other instructions specified by the Authority/Institute from time to time.

<sup>1</sup>[(3) The licensed surveyor who provides training should have held a valid license to act as Surveyor and Loss Assessor in that particular department for the last 8 years.]

(4) The trainee shall maintain a quarterly record of training received in FORM-IRDAI-15 during the period and shall get it certified by the Surveyor and Loss Assessor under whom he has been trained and the certificate in FORM-IRDAI-16 shall be attached to the application for seeking grant of a license under regulation 3.

(5) The license to be granted to an applicant to act as a Surveyor and Loss Assessor shall be in that particular area for which he has been trained.

<sup>2</sup>[(6) If a Surveyor and Loss Assessor already licensed by the Authority seeks to obtain a similar license for acting as a surveyor in a department of general insurance business other than for which he has been licensed, he shall undergo a period of training of not less than six months under a licensed Surveyor and Loss Assessor holding a valid license to act in that particular Department for the last 8 years.]

(7) Those who have enrolled as trainees with the Authority as on the date of notification of these Regulations shall become Student Members of the Institute and shall comply with the criteria set out in Regulation 3 for grant of license to act as Surveyor and Loss Assessor.

1. Subs. by Notification F.No. IRDAI/Reg/7/144/2017, dated 5th May, 2017, for regulation 17(3) (w.e.f. 17-5-2017). Regulation 17(3), before substitution stood as under:

"(3) The surveyor under whom a trainee will be trained shall be an Associate or Fellow member of the Institute."

2. Subs. by Notification F.No. IRDAI/Reg/7/144/2017, dated 5th May, 2017, for regulation 17(6) (w.e.f. 17-5-2017). Regulation 17(6), before substitution stood as under:

"(6) If a Surveyor and Loss Assessor already licensed by the Authority seeks to obtain a similar license for acting as a surveyor in a department of general insurance business other than for which he has been licensed, he shall undergo a period of training of not less than six months under a licensed Surveyor and Loss Assessor holding either a Fellow or Associate Membership to act in that particular area."

18. The Authority may also prescribe the passing by an applicant of an examination on the successful completion of the training prescribed above for the grant of a license under regulation 3. The examination may be conducted either by the Insurance Institute of India or by an institution authorized by the Authority.

### CHAPTER VIII MISCELLANEOUS

**19. Register of Licensed Insurance Surveyors and Loss Assessors.**—(1) The Institute shall maintain a Register of all licensed Insurance Surveyors and Loss Assessors containing the following particulars:—

- (a) full name, date of birth, domicile, residential and professional address;
- (b) the date on which name is entered in the Register;
- (c) license number and period of validity;
- (d) professional and other qualifications;
- (e) areas of survey work licensed to be undertaken;
- (f) level of membership in the Indian Institute of Insurance Surveyors and Loss Assessors;
- (g) any other particulars as may be prescribed by the Authority from time to time.

Provided that in the case of Corporate Surveyors, the particulars to be entered in the register, shall be with reference to every director or partner, as the case may be.

(2) The Institute shall periodically, delete the particulars of Surveyors and Loss Assessors, who are no longer alive, or whose license has been cancelled from the Register.

(3) The Authority may cause the publication of the relevant particulars entered in the register, as may be considered appropriate by it, at such intervals and in such manner, as may be deemed fit.

**20. Submission of returns by Surveyor and Loss Assessor.**—Every licensed Surveyor and Loss Assessor shall:—

- (1) furnish such document, statement, account, return or report, as and when required by the Authority, and comply with such directions, as may be issued by the Authority in this behalf, from time to time; and
- (2) submit an annual statement in FORM-IRDAI-12 given in the Schedule-II to these Regulations.
- (3) Every corporate Surveyor and Loss Assessor shall submit a copy of Audit Report and Annual Statement of Accounts by 30th September every year.

**21. Submission of reports by insurers.**—Every insurer shall submit to the Authority the following:

- (1) File with the Authority, annually, a copy of the policy formulated by the company, on the methodology followed for appointment of surveyors, utilization of surveyors and allotment of survey jobs to licensed surveyors.
- (2) File with Authority, changes if any made in the policy submitted as stated at sub-regulation (1) above, within 15 days of such change with reasons thereof.
- (3) Quarterly report on misconduct of licensed surveyors, including, action, if any taken, on the employee surveyors under the employment rules.

<sup>1</sup>[(4) Half-yearly report as per the Form-IRDAI-19 prescribed under Schedule II of these regulations as under within 45 days from the end of the half year.]

The report may be prepared State-wise, Surveyor wise, Amount-wise or on any other parameter considered appropriate and furnished to the Authority.

**22. Inspection.**—(1) The Authority, may appoint one or more persons as inspecting authority to undertake inspection of survey work, books, records and documents, or to investigate any *bona fide* complaint received against a Surveyor and Loss Assessor.

(2) The inspecting authority shall, as soon as possible, submit an inspection report to the Authority.

(3) A Surveyor and Loss Assessor shall provide the information sought by the inspecting authority for the purpose of carrying out inspection/investigation and extend all possible co-operation to facilitate the conduct of its work.

(4) The Authority shall, after consideration of the inspection report, communicate the findings of the inspecting authority to the Surveyor and Loss Assessor, and shall take appropriate action after giving the Surveyor and Loss Assessor a reasonable opportunity of being heard.

**23. Suspension of license.**—(1) The Authority may suspend a license already granted, to a Surveyor and Loss Assessor (individual/corporate), if he/it:

- (a) Fails to discharge the duties and responsibilities in a satisfactory and professional manner; or
- (b) Violates the code of conduct specified in these Regulations; or
- (c) Makes a statement which is false in material particulars with regard to eligibility for obtaining license or renewal thereof or in any of the activities transacted by him or them or the matters connected therewith as a Surveyor and Loss Assessor or has after the issue or renewal of such license, acquired any of the disqualifications provided under section 42D of the Act; or
- (d) Has contravened any of the provisions of the Act, or the IRDA Act, or any rules or regulations made under those Acts, or any order or direction issued by the Authority; or
- (e) Has been negligent in discharge of his obligations; or
- (f) Has been sentenced to a term of imprisonment by any court of law:

Provided that the Authority shall give a reasonable opportunity to the person concerned, of being heard before such suspension.

(2) The Authority may also suspend the license if it is of the opinion based on material information that the continuation of such license would be prejudicial to the interest of the policy holders, in which case the opportunity of personal hearing may not be provided.

(3) The Authority may in addition to the suspension of the individual license of director/partner of a corporate surveyor may also suspend the license of the corporate surveyor and loss assessor for any act committed as stated at sub-regulation 1 and 2 above.

(4) The suspension of license shall be for such period as may be indicated in the order and shall take effect from the date of the order of suspension until revoked.

1. Subs. by Notification F.No. IRDAI/Reg/7/144/2017, dated 5th May, 2017, for regulation 21(4) (w.e.f. 17-5-2017). Regulation 21(4), before substitution stood as under:

"(4) Half-yearly report giving the number of claims reported, number of claims surveyed by in-house/individual/corporate surveyors, number of claims settled, amounts paid, number of claims outstanding, amounts involved, reasons for claims outstanding, time taken for claim settlement, claims settlement ratio."

(3) The Authority may in addition to the suspension of the individual license of director/partner of a corporate surveyor may also suspend the license of the corporate surveyor and loss assessor for any act committed as stated at sub-regulation 1 and 2 above.

(4) The suspension of license shall be for such period as may be indicated in the order and shall take effect from the date of the order of suspension until revoked.

(5) During the period of suspension, the holder of such a suspended license shall not carry out any survey and loss assessment work including the survey jobs on hand and shall return all such pending jobs to the insurer or the insured, as the case may be.

**24. Cancellation of license.**—(1) Where it is found that a Surveyor and Loss Assessor suffers from any of the disqualifications mentioned in section 42D of the Act or has knowingly contravened any provisions of the Act or the IRDA Act, or the Rules or Regulations made under those Acts or any order or directions or instructions issued by the Authority, the Authority may, cancel his license, with effect from such date as may be specified by it:

Provided that the Authority shall give a reasonable opportunity to the person concerned, of being heard, before cancellation:

Provided further that the powers conferred on the Authority in this Sub-Regulation are without prejudice to the powers conferred on it by section 64UM of the Act.

(2) The Authority may also cancel the license if it is of the opinion that the continuation of such license would be prejudicial to the interests of policyholders.

(3) A surveyor whose license has been cancelled for any reason, may submit an application for issuance of license, after the expiry of one year from the date of such cancellation, and, such an application shall be treated as an application for grant of fresh license, and accordingly the applicant shall satisfy all the requirements stated under Regulation 3 or Regulation 4, as the case may be.

**25. Procedure for suspension and cancellation of license.**—(1) Subject to Regulation 24(1), a licensed Surveyor and Loss Assessor whose license is proposed to be suspended or cancelled by the Authority may be granted an opportunity of hearing before suspending or cancelling the license.

(2) Upon receipt of the order of suspension, the suspended Surveyor and Loss Assessor may file a representation before the Authority for revocation of suspension. The Authority may designate an officer who, upon considering the representation, shall pass such an order or orders as he/she deems fit which shall be communicated to the suspended Surveyor and Loss Assessor.

(3) If, on the basis of the order of the designated person, the Authority revokes the order of suspension and restores the license of the Surveyor and Loss Assessor, it shall indicate the date from which such restoration will take effect.

(4) The license granted by the Authority may be cancelled by the Authority where the suspended Surveyor and Loss Assessor does not represent within a period of 45 days from the date of order of suspension.

(5) Any decision of suspension, cancellation or revocation of license shall be intimated to the concerned surveyor and loss assessor.

[SCHEDULE I  
ANNEXURE 1IRDAI (INSURANCE SURVEYORS AND LOSS  
ASSESSORS) REGULATIONS, 2015QUALIFICATION CRITERIA FOR ENROLMENT AND LICENSING OF  
SURVEYORS AND LOSS ASSESSORS (REGULATION 3)

Sl. No.	Department	Academic/technical/Professional/Insurance Qualifications
1.	Fire	B.E./B.Tech./B.Sc. (Engg.)/A.M.I.E. or its equivalent, C.A./I.C.W.A., A.I.I.I./F.I.I.I./Post Graduate Diploma in Insurance from IIRM;
2.	Marine Cargo	B.E./B.Tech./B.Sc. (Engg.)/A.M.I.E. or its equivalent thereof (Marine Engineering/Naval Architecture),/certificate of competency as Master of Ship or as First Class Marine Engineer issued by a recognized authority, Degree or diploma in Naval Architecture of a recognized University or Institute./A.I.I.I./F.I.I.I./C.A./I.C.W.A./Post Graduate Diploma in Insurance from IIRM;
3.	Marine Hull	B.E./B.Tech./B.Sc. (Engg.)/A.M.I.E. or its equivalent thereof (Marine Engineering/Naval Architecture)/certificate of competency as Master of Ship or as First Class Marine Engineer issued by a recognized authority;
4.	Engg.	B.E./B.Tech./B.Sc. (Engg.)/A.M.I.E. or its equivalent, Diploma of 3 years duration from a recognised institution or its equivalent thereof;
5.	Motor	B.E./B.Tech./B.Sc. (Engg.)/A.M.I.E. or its equivalent thereof (Mechanical/Automobile); Diploma in Mechanical Engineering/Automobile Engineering of 3 years duration from a recognised institution or its equivalent thereof;
6.	Miscellaneous	B.E./B.Tech./B.Sc. (Engg.)/A.M.I.E. or its equivalent; Diploma of 3 years duration from a recognised institution or its equivalent; C.A./I.C.W.A.; A.I.I.I./F.I.I.I./Post Graduate Diploma in Insurance from IIRM;
7.	LOP	C.A./I.C.W.A; A.I.I.I./F.I.I.I.;
8.	Crop Insurance	B.Sc. in Agricultural Science from a recognised University.

**Note:**

1. In order to qualify for enrolment and licensing, an applicant should have secured a degree or diploma of a recognized Institute after attending full time course as a regular student or part time course with equivalency certificate issued by the respective Institute/University.

Provided in case of courses viz. A.M.I.E: CA./I.C.W.A and A.I.I.I/F.I.I.I course completion certificate is treated as valid qualification.

2. All technical Degree/Diploma stated above shall be obtained from

- AICTE approved Institutions or
- Universities recognized by University Grants Commission or
- institutions of national importance recognized by Ministry of Human Resources Development (MHRD).]

**For FORMS**

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