Insurance Regulatory and Development Authority of India (Insurance Surveyors and Loss Assessors) Regulations, 2015 as amended upto 26.11.2020

F.No. IRDAI/Reg/18/108/2015- 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 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) "Approved Institution" means an institution engaged in education and/or training particularly in the area of insurance, approved and specified by the Authority.;

(5) "Corporate Surveyor" means a Company incorporated under Companies Act, 2013 or an LLP (Limited Liability Partnership) incorporated under the Limited Liability Partnership Act, 2008 and who is licensed to act as Surveyor and Loss Assessor.

Provided that existing Partnership Firms constituted under the Indian Partnership Act 1932, licensed to act as Corporate Surveyor prior to notification of these amendments shall continue to act as Corporate Surveyor.

(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) (i) Examination means passing of relevant paper(s) of Surveyor and Loss Assessor Examination conducted by the Insurance Institute of India or by such other Institutes recognized by the Authority.

(ii) Training means successful completion of practical training specified by the Authority from time to time.;

(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) [***]

(12) "Member" means 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 a Member of Institute who enrolls with the Authority to pass the examination and complete practical training to be eligible to apply for a licence under these Regulations.;

(15) [***]

(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 as defined under these Regulations and intending to act as a Surveyor and Loss Assessor in respect of general insurance business shall apply to the Authority for grant of licence in the Form as may be specified by the Authority.

(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 prescribed by the Authority from time to time.

(iii) Shall be a "Member of Institute"

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

An applicant who has successfully passed the examination for obtaining a licence to act as Surveyor and Loss Assessor as on the date of notification of these Regulations, is exempted from taking the examination once again as stated under Regulation 3 (2) (b).

A Student Member who does not pass the examination and complete the training within three years from the date of enrolment must enroll afresh.

Provided that existing student member, who is already enrolled with the Authority not later than 5 years before notification of these Regulations and yet to complete training and pass the examination, shall have the option to complete the training, and pass the examination within a period of three years from the date of notification of these Regulations. In case the Student Member after enrolling with the Authority has not yet undergone training he shall pass the examination and complete training as stated in Regulation 3 (2).

(c) Training: Practical Training as specified by the Authority from time to time.

(3) **Documents to be submitted online only:**

a. Application in form as may be specified, duly complete in all respects;

b. Recent passport size photo;

c. PAN card;

d. Address Proof;

e. Proof of Qualification;

f. Marks sheet in support of having passed the Surveyor and Loss Assessor Examination and Training completion certificate;

g. Declaration-cum-Undertaking in the Format as specified by the Authority;

h. Membership Certificate issued by the Institute;

i. Fit and Proper statement in the Format as specified by the Authority;

j. Evidence of fee payment as may be specified;

k. Any other document/information that may be required by the Authority from time to time;

The applicant shall upload the documents online but shall maintain the original physical copies with him throughout the period of validity of licence issued by the Authority and shall produce the same whenever sought by the Authority.

(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 as may be specified, 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 non-refundable processing fees as specified under Regulation 5

(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 passed the examination conducted by the Insurance Institute of India or any other Institute recognized by the Authority and has successfully completed practical training as specified by the Authority.

(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 Licence** -The Authority on being satisfied that the applicant is eligible for grant of licence, shall grant the same online in

FORM-IRDAI-2-LF as given in the Schedule-II to these Regulations mentioning membership number and the particular class/department or subject of general insurance business namely, fire, engineering, marine cargo, marine hull, loss of profit, motor, crop and miscellaneous. The physical copy of licence will be issued only on request.

(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 licence shall do so in the Form as may be specified by the Authority.

(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 of the Director/ Partner under their individual Surveyor and Loss Assessor licence shall be the department for which the Company / Firm is licensed.

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

(a) Application in the Form as specified, duly complete in all respects.
(b) Copy of membership certificate issued by the Institute to the Directors / Partners.
(c)[***]
(d)[***]
(e)[***]
(f)[***]
(g)[***]
(h)[***]
(i)[***]
(j)[***]
(k)[***]
(l)[***]
(m)[***]
(n) Undertaking by two licensed Directors as may be specified.
(o)Fit & Proper statement made by the directors/ partners (p)[***]
(q)[***]
(r) Evidence of fee payment.
(s)Any other document/information that may be required by the Authority from time to time

(6) **Disclosures**:

*(1)*Every Corporate Surveyor and Loss Assessor is 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 IRDAI (Protection of Policyholders' Interests) Regulations, 2017 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)*Every Corporate Surveyor and Loss Assessor is 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 the Form as may be specified 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)*Every Corporate Surveyor and Loss Assessor is required 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 non-refundable processing fees as provided under Regulation 5.

(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, shall 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 the Form as may be specified;
(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 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 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 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 non-refundable processing fee payable to the Authority for grant and renewal of individual licence to act as Surveyor and Loss Assessor shall be rupees one thousand only and for Corporate Surveyor and Loss Assessor it shall be rupees five thousand only.

6. Application for grant of renewal license (Individual/ Corporate Surveyor and Loss Assessor) and related matters:

(1) A Surveyor and Loss Assessor shall submit the online application for renewal of licence to the Authority in the Form as specified, at least thirty days before the expiry of licence, along with a non-refundable renewal fee of rupees one thousand only for Individual Surveyors and rupees five thousand only for Corporate Surveyors. Provided that if renewal is not applied at least 30 days before the date on which the licence ceases to remain in force, an additional fee of rupees one hundred shall be payable by the applicant to the Authority. Provided further that the Authority may, if it is satisfied that undue hardship would be caused otherwise, accept any application submitted after expiry of the licence, within six months of its expiry on payment by the applicant of a penalty of rupees seven hundred and fifty. Provided further that if an application for renewal is not received within the time specified above the licence shall cease to exist. Provided further that, if the Authority is satisfied that undue hardship would be caused otherwise, an application from such Surveyor and Loss Assessor whose licence has expired and the application is not submitted within six months from the date of expiry, can be treated as a fresh licence application and processed under Regulation 3 or Regulation 4 as the case may be. The applicant shall upload the documents online but shall maintain the original physical copies with him throughout the period of validity of licence issued by the Authority and shall produce the same whenever sought 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 online for renewal:**

(a) In case of Individual:

i) Application in the form as specified;

ii) Evidence of fee payment;
iii) Fit and Proper statement in the format as specified by Authority;

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

(b) In case of Corporate Surveyors:

i) Application in the form as specified;

ii) Evidence of fee payment;

iii) Fit and proper statement as specified by Authority;

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

(4) The application for renewal of licence shall be processed taking into account the eligibility criteria, work performance and compliance with fit and proper norms, including other criteria 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 licence, shall renew the same:

a) In

Form-IRDAI-7-LF in case of individuals b) In Form-IRDAI-8-LF in case of Corporate Surveyor and Loss Assessor in the Form given in Schedule-II

(6) A licence so renewed shall be valid for three years from the date of renewal unless cancelled/suspended/ surrendered 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) [***]

(3) The rejection of application as stated under **(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.

(c) The Surveyor and Loss Assessor has not carried any of the duties and responsibilities as specified in Regulation 13.

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 the Form as may be specified 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.

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" (herein after 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 claim and assessing the liability of the insurer as per the policy terms and conditions;

(j)surveying and assessing the loss on behalf of insurer or insured;

(k)[***]

(l)[***]

(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.

(r) Any licensed Surveyor and Loss Assessor appointed as Director / Partner of a Company / Firm seeking application for grant of Corporate Surveyor licence, shall undertake survey jobs and issue survey reports only in the capacity of Director / Partner of the Applicant Company / Firm.

(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

14.

(1) [***]

(2) [***]

15. Functions of the Institute

(1)

(a) Membership: The Institute shall grant membership to the person eligible, within 15 days from the date of receipt of application for membership.

(b) Training, seminars and workshops: Post-licence training either directly or online may be given by the Institute with different modules of training being offered for various departments provided that such training, seminars and workshops of the Institute shall have prior approval of the Authority.

The above upgradation of knowledge is part of the continuous professional development and skills and is not a pre-requisite for licensing or renewal.

(2) In case the Institute declines 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;

(3A) not accept any direct or indirect benefits in any manner whatsoever other than the fee agreed upon for insurance survey and loss assessment.

(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;

(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. In case of an employee doing the survey, the survey report shall be signed by the employee and counter signed by the Director / Partner of Corporate Surveyor.

(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.

(19A) insurer shall conduct enquiry in case of violation of Code of Conduct by the Surveyor and Loss Assessors appointed.

(19B) insurer and Directors/Partners of Company/Firm shall ensure that interim and final survey and loss assessment is carried out by licensed Surveyor and Loss Assessor.

(19C) Directors and Partners of Company/Firm shall exercise reasonable and prudent oversight on all actions of Surveyors and Loss Assessors employed by the Company / Firm.

(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 there under 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 licence to act as a Surveyor and Loss Assessor shall enroll with the Authority to pass the examination and shall undergo practical training as specified by the Authority.

(2) Every applicant who is a Student Member shall:

(a) Behave ethically and with integrity. Integrity implies not merely honesty but fair dealings and truthfulness.

(b) Not accept / perform / undertake any survey works and not issue any survey report without holding a valid licence issued by the Authority to act as Surveyor and Loss Assessor.

(c) Maintain at all times, proper record of training.

(d) Disclose all information relating to any proceedings initiated or investigation pending or carried out against him/her by any agency and details of the outcome thereof.

(e) Follow any other instructions specified by the Authority from time to time.

(3) Student Member shall pass the examination and submit the training completion certificate as specified by the Authority for seeking grant of a licence under Regulation 3.

(4) If a Surveyor and Loss Assessor already licensed by the Authority seeks to obtain licence in additional department(s) of general insurance business other than for which he has been licensed, he shall fulfil the eligibility criteria as specified by the Authority.

18. [***]

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: -.

(1) Every insurer shall have a Board approved surveyor management policy with regard to empanelment of surveyors, utilization of surveyors and allotment of survey jobs to licensed surveyors.

(2) Every insurer shall monitor the performance of Surveyors, including compliance with the code of conduct and the duties and responsibilities laid down in these regulations. It shall be the responsibility of the insurer to enquire into case of violation of code of conduct brought to its notice, conduct the necessary enquiry and investigation and report cases of wherever violation is established, to the Authority immediately.

(3) Every insurer shall file with the Authority report on misconduct of licensed surveyors annually.

(4) Every insurer shall maintain the following details and such records:

- Details of utilization of Surveyors for each line of business, along with the estimated claim amount on the basis of which a Surveyor is appointed;
- Details of timelines for submission of reports by Surveyors;
- Details of complaints, if any, against Surveyors and manner of disposal of the same including action taken against Surveyors, if any;
- Details of survey fee pending;
- Details of monitoring the performance of Surveyors in terms of quality and compliance to regulatory timelines and code of conduct;
- Quarterly data on misconduct of licensed Surveyors, including, action, if any taken, on the employee Surveyors under the employment rules;
- Half-yearly data in the format as specified;
- Details of 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. The report may be prepared state-wise, surveyor-wise, amount-wise or on any other parameter considered appropriate.

  The details given above need to be maintained separately for Individual Surveyors and Corporate Surveyors state-wise, surveyor-wise, amount-wise and shall be maintained as per timeline prescribed in Sub-Rule (8) of Rule 39 of the Insurance Rules, 1939 unless there is litigation involved in which case it shall be maintained as long as required.

The information, reports, data required under these Regulations shall be maintained in electronic / digital form for timely submission of the same to the Authority as and when required or called for.

(5) Any other relevant data /requirement as may be specified.

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 bonafide 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.

(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.

25(A) Voluntary Surrender of Licence:

(1) A Surveyor and Loss Assessor whether Individual or Corporate, licensed under these Regulations may make an application to the Authority for surrender of their licence with the following documents:

a. A declaration of completion of all assignments on hand and that no fresh cases are taken up from the date of request for surrender of licence;

b. A certified copy of resolution of the Board of Directors recording reasons for surrender of licence (in case of Corporates);

c. To notify & inform to the Registrar of Companies and comply with their requirements under

Companies Act for deletion of main objects of MOA/AOA or produce proof of steps taken to deregister the Company with Registrar of Companies (in case of Corporates);

d. Original copy of valid licence;

e. Any other information, required by the Authority.

The Authority may consider such application on merit provided Surveyor and Loss Assessor is in compliance with all the regulatory requirements before applying for surrender of licence.

(2) Upon acceptance of the application for surrender, the Authority may pass an order for surrender of licence.

(3) The Surveyor and Loss Assessor whose licence is surrendered and accepted by the Authority shall not carry out any new insurance claims related survey and loss assessment work thereafter.

26. Power to clarify

In case of any doubt or ambiguity with regard to any of these Regulations, the same shall be clarified by Chairperson of the Authority.

27. Transitory Provisions

Qualification Requirement for Licensed Surveyors and Loss Assessors: The qualification specified in the Regulations are prospective and shall be applicable to the applicants who apply for licence to act as Surveyor and Loss Assessor after the date of notification of these Regulations.

Provided, if an already licensed Surveyor and Loss Assessor seeks to act as a Surveyor and Loss Assessor in a new department of general insurance business, he shall apply for such new department after fulfilling the qualifications and other eligibility criteria with respect to such new department as specified in these Regulations.

28. Power to Frame Guidelines

The Authority may issue guidelines on the following: 1) Practical training and approved Institutions; 2) Forms for application of licence and renewal; 3) Mode of payment of fee; 4) Formats for Declaration cum undertaking; 5) Fit and Proper Criteria along with the Format; 6) Any other documents or procedures required under these Regulations.

Schedule-I

Annexure-1

IRDAI (Insurance Surveyors and Loss Assessors) Regulations, 2015

Qualification 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, Diploma in Engineering of three years duration; Associate or Fellow members of Institute of Chartered Accountant of India/Institute of Cost Accountants of India, (ICAI), Fellow members of Insurance Institute of India (III), Post Graduate Diploma in Insurance from IIRM; PGDM from National Insurance Academy.
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. Diploma in Engineering of three years duration; Associate or Fellow members of Institute of Chartered Accountant of India /Institute of Cost Accountants of India, (ICAI)/III./Post Graduate Diploma in Insurance from IIRM, MBA (Logistics and Supply chain management), PGDM from National Insurance Academy.
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 in Engineering of 3 years duration from a recognized 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 recognized institution or its equivalent thereof.
6.	Miscellaneous	B.E./ B.Tech./ B.Sc. (Engg.)/ A.M.I.E. or its equivalent; Diploma in Engineering of 3 years duration from a recognized institution or its equivalent; Associate or Fellow Member of ICAI (CA/CMA) Fellow member of., Insurance Institute of India (III) or Post Graduate Diploma in Insurance from IIRM, PGDM from National Insurance Academy.
7.	LOP	Fellow members of Institute of Chartered Accountant of India /Institute of Cost Accountants of India, (ICAI), B.Tech/B.E, Diploma in Engg of three years duration.
8.	Crop Insurance	B.Sc Agriculture / B.Sc. Horticulture/B.Tech (Agricultural Engineering).

Note:

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 professional courses viz. A.M.I.E; CA/CMA (ICAI) and I.I.I., course completion certificate is treated as valid qualification.

All technical Degree/Diploma stated above shall be obtained from a. AICTE approved Institutions or b. Universities recognized by University Grants Commission or c. institutions of national importance recognized by Ministry of Human Resources Development (MHRD).

FORM-IRDAI–2-LF

[SeeRegulation 3(9)] Not Transferable

INSURANCE REGULATORY AND DEVELOPMENT AUTHORITY OF INDIA

LICENSE NO. .....

LICENSE TO ACT AS A SURVEYOR AND LOSS ASSESSOR UNDER THE INSURANCE ACT, 1938

(Individual)

Mr./ Mrs./ Miss……...

Address House No.……Street……

Town/ District …… State…….Pin code…….

having Membership No .... of the Institute and

having paid the specified fee and having made the necessary declaration is hereby authorised under Section 64UM of the Insurance Act, 1938 to act as Surveyor and Loss Assessor for a period of three years from ……..

This License will expire on DD-MM-YYYY

Name ..... is allocated the following departments:

Dept	Fire	Marine cargo	Marine Hull	Engg	Motor	Misc	Crop Insurance	LOP

Hyderabad, dated the DD-MM-YYYY

Signature of License Holder……..

…… Designated Person

Insurance Regulatory and Development Authority of India Notes:

1. If it is desired to renew this license for a further period, the procedure stated in the Regulations shall be followed, and an application for renewal should reach the Authority at least thirty days before the license expires.

2. This license authorizes the license holder to act as a Surveyor and Loss Assessor for any registered insurer and therefore, no identifying mark or note of any description by which the identity of an insurer might be established should be placed on the license.

3. No correction in this license shall be valid unless initialled by the Designated Person of the Authority.

FORM - IRDAI - 4 LF
[See Regulation 4(13)]
Not Transferable
INSURANCE REGULATORY AND DEVELOPMENT AUTHORITY OF INDIA
LICENSE NO. .....
LICENSE TO ACT AS A SURVEYOR AND LOSS ASSESSOR UNDER THE INSURANCE ACT, 1938
(CORPORATE)

Name of the Company/Firm: ……..

Registered Address: ……..…

Having paid the specified fee and having made the necessary declaration is hereby authorized under Section 64UM of the Insurance Act, 1938 to act as a Surveyor and Loss Assessor for three years from DD-MM-YYYY.

This License will expire on DD-MM-YYYY.

The following are the details of Directors / Partners along with individual license no., departments allotted:-

	Name of Director/ Partner	Fire	Marine cargo	Marine Hull	Engg	Motor	Misc	Crop Insurance	LOP
License and Membership details of directors/partners									

Hyderabad, dated the DD-MM-YYYY

Name of the directors/Partners

Director

…… …… … …….. …… …… …

Name Name Name

Signature

……

Seal of the Company/Firm

…….Designated Person
Insurance Regulatory and Development Authority of India

Notes:

1. If it is desired to renew this license for a further period, the procedure stated in the Regulations shall be followed, and an application for renewal should reach the Authority at least thirty days before the license expires.
2. This license authorizes the license holder to act as a Surveyor and Loss Assessor for any registered insurer and therefore, no identifying mark or note of any description by which the identity of an insurer might be established should be placed on the license.
3. No correction in this license shall be valid unless initialled by the Designated Person of the Authority.

FORM - IRDAI - 7 LF

[See Regulation 6(5)]

Not Transferable

INSURANCE REGULATORY AND DEVELOPMENT AUTHORITY OF INDIA

LICENSE NO. .....

RENEWAL OF LICENSE TO ACT AS A SURVEYOR AND LOSS ASSESSOR UNDER THE INSURANCE ACT, 1938 (INDIVIDUAL)

Mr./ Mrs./ Miss……...

Address ……

having Membership no …. of the Institute and .having paid the specified fee and having made the necessary declaration, his/her License No ..... dated …… to act as a Surveyor and Loss Assessor is hereby renewed upto ..... day of…….. 20 …….

Name ..... are allocated the following departments and category:

Dept	Fire	Marine cargo	Marine Hull	Engg	Motor	Misc	Crop Insuranc	LOP

Hyderabad, dated the DD-MM-YYYY

Signature of License Holder……..…… ……

Designated Person

Insurance Regulatory and Development Authority of India

Notes:

1.If it is desired to renew this license for a further period, the procedure stated in these Regulations shall be followed, and an application for renewal should reach the Authority at least thirty days before the license expires.

2.This license authorizes the license holder to act as a Surveyor and Loss Assessor for any registered insurer and therefore, no identifying mark or note of any description by which the identity of an insurer might be established should be placed on the license.

3.No correction in this license shall be valid unless initialed by the Designated Person of the Authority.

FORM - IRDAI - 8 LF

[See Regulation 6(5)]

Not Transferable

INSURANCE REGULATORY AND DEVELOPMENT AUTHORITY OF INDIA

LICENSE NO. .....

RENEWAL OF LICENSE TO ACT AS A SURVEYOR AND LOSS ASSESSOR UNDER THE INSURANCE ACT, 1938 (CORPORATE)

Name : …….

Address: ……..……..

having paid the specified fee and having made the necessary declaration is hereby authorized under Section 64UM of the Insurance Act, 1938 to act as a surveyor/loss assessor for three years from DD-MM-YYYY.

This License will expire on DD-MM-YYYY.

The Directors / Partners are allocated the following departments:-

Sl No.	Name of	Di Fire	Marine cargo	Marine Hull	Engg	Motor	Misc	Crop Insuranc	LOP
License and Membership details of director									

Hyderabad, dated the DD-MM-YYYY

Signature of the license Holder……

Seal of the Firm/Company……

Notes:

……. Designated Person

Insurance Regulatory and Development Authority of India

1.If it is desired to renew this license for a further period, the procedure stated in these Regulations shall be followed, and an application for renewal should reach the Authority at least thirty days before the license expires.

2.This license authorizes the license holder to act as a Surveyor and Loss Assessor for any registered insurer and therefore, no identifying mark or note of any description by which the identity of an insurer might be established should be placed on the license.

3.No correction in this license shall be valid unless initialled by the Designated Person of the Authority.

FORM - IRDAI–10-LF
[See Regulation 9(3)]
NOT TRANSFERABLE
License No…….
DUPLICATE LICENSE

Name …… Address: House No. …… Street…… Town/ District …….. State ……Pin code…… having paid fee as specified by the Authority from time to time and having made the necessary declaration of having lost/destroyed/mutilated the license is hereby authorized under Section 64UM of the Insurance Act, 1938 to continue to act as Surveyor and Loss Assessor for the balance period till expiry of the license.

This License will expire on DD-MM-YYYY

The Surveyor and Loss Assessor will continue to work for the following departments:

Dept	Fire	Marine cargo	Marine Hull	Engg	Motor	Misc	Crop Insurance	LOP

Hyderabad, dated the …….. 20…..

Signature of the license Holder ……

Seal of the Firm/Company……

……

Designated Person

Insurance Regulatory and Development Authority of India

Notes:

1. If it is desired to renew this license for a further period, the procedure stated in these Regulations shall be followed, and an application for renewal should reach the Authority at least thirty days before the license expires.

2. This license authorizes the license holder to act as a Surveyor and Loss Assessor for any registered insurer and therefore, no identifying mark or note of any description by which the identity of an insurer might be established should be placed on the license.

3. No correction in this license shall be valid unless initialled by the Designated Person of the Authority.

FORM - IRDAI–11

[See Regulation 16(13)] FORMAT FOR

KEEPING RECORDS FOR 3 YEARS

1.Name of Surveyor ……..

2.License Details

Current SLA No ……..

Date of Expiry DD-MM-YYYY

S.No.	Name and of address the Insured	& Name of Address	th Policy No.	in Dept the which	fll li of Dt of allocation	of Dt survey/ inspection	of Dt submission survey of report	of Amount Claim assessed	Survey Fee Details (Amnt/ dt. of

Note: The survey reports, photographs, etc. as mentioned in regulations 16(13) shall be kept separately.

FORM - IRDAI-12

[*See* Regulation 20(2)]

FORMAT FOR ANNUAL SUBMISSION OF RETURN TO THE AUTHORITY 1.Name of Surveyor ……..

2.License Details

Current SLA No ……..

Date of Expiry DD-MM-YYYY

3.Qualifications acquired in the past 1 year (Upload docs for proof) *(1)* Academic / Professional……..

(2) Insurance ……..

(3) Training Attended ……..

(Nature – Duration for all of the above)

4.No. of surveys done in last financial year and the name of insurers: 20 _ 20

Insurers	Fire	Marine cargo	
A			
B			
C			
D			

5.No. of surveys done in last financial year as surveyor appointed by the policyholders : 20 20

Name of Policyholder	Fire	Marine cargo	Marine Hull
A			
B			
C			
D			

6. Income from other risk assessment assignments during the last financial year

Risk Assessment carried out with(person /legal	Fire	Marine cargo	Marine Hull	Engg	Motor	Misc	Crop Insuran	LOP	Total
A									
B									
C									
D									

7. Quantum of losses assessed in last financial year: 20XX-20XX

Fire	No.	Marine cargo	No.	Marine Hull	No.	Engg	No.	Motor	No.	Misc	No.	CROP INSURA	No.	LOP	No.
> 10 Lacs		> 1 Lac		> 10 Lacs		> 2.5 Lacs		> 50,000		> 1 Lac		> 50,000		> 10 Lacs	
1 - 10 Lacs		25,000 - 1 Lac		2.5 - 10 Lacs		50,000 - 2.5 Lacs		10,000 - 50,000		25,000 - 1 Lac		10,000 - 50,000		1 - 10 Lacs	
0 - 1 Lac		0 - 25,000		0 - 2.5 Lacs		0 - 50,000		0 - 10,000		0 - 25,000		0 - 10,000		0 - 1 Lac	

Total															

8. Declaration

I ..... solemnly declare and confirm that the particulars given above are true to the best of my knowledge and belief.

Signature of the applicant……
Date:
Place: