

REVISED NOTICE

IRDA/SUR/NTC/MISC/269/12/2014

AUGUST 25TH, 2015

Re: Online system for licensing and renewal

To All Surveyors and Loss Assessors

It is brought to the notice of all surveyors that Authority has implemented online system of licensing for renewal/ fresh applications and the Surveyor Department has been shifted to IRDA Delhi Regional Office at Jeevan Tara Building, First Floor, Gate No. 3, Parliament Street, New Delhi – 110001. Email: surveyor@irda.gov.in.

However, it is observed that the applications for licensing / renewal are still being sent to Hyderabad Office which is causing unnecessary delay. All surveyors are therefore directed to send their application only to the Delhi Regional Office.

All Surveyors are once again advised to apply for licensing and renewal online only. To ensure timely renewal, a surveyor should initiate online filing of application before 60 days from the date of expiry. It is preferred to pay the fee online however, in case if applicant is sending DD, the same shall be drawn in favor of IRDA payable at New Delhi. All documents along with DD (if applicable) should be sent to Delhi Regional Office of IRDA on above address only.

All trainee applicants are advised to obtain student membership immediately after the enrolment is approved and system generated mail is received confirming the enrolment. No application for fresh license will be considered without IIISLA student membership/IIISLA membership.

- **Revised fee structure is for fresh license – Rs. 1140/- (Rs. 1000/- + applicable service tax), Renewal license – Rs. 114/- (Rs. 100/- + ST), renewal with late fee – Rs. 969/- (Rs. 100/-+ Rs. 750/- late fee + ST)**

In case of any difficulty in filing online application, the surveyors may contact the following persons by e-mail or phone.

- For unlocking password, providing user ID, surveyor may write to akash.d@irda.gov.in.
 - For fresh applications and enrolment related queries, please write to akash.d@irda.gov.in.
 - For renewal status queries, surveyor may write to narendra@irda.gov.in
 - For corporate license queries, surveyor may write to narendra@irda.gov.in.
 - For any other query, please write to surveyor@irda.gov.in.
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- ✓ For fresh applications and enrolment, please call on **011-23444415 between 4 pm to 5 pm only**
 - ✓ For renewal queries, please call on **011-23444413 between 4 pm to 5 pm only**
 - ✓ For other surveyor related query please call on **011-23444400**.
 - ✓ Surveyors may also contact L&T Assistance Team at **022-67953790**

SURVEYOR DEPARTMENT, IRDA