

APPLICATION FOR CATEGORISATION OF SURVEYORS.
(APPLICATION UNDER REGULATION 6 OF THE INSURANCE SURVEYORS AND LOSS ASSESORS)
(LICENSING, PROFESSIONAL REQUIREMENTS AND CODE OF CONDUCT)(AMENDMENTS) REGULATIONS 2013)

To
 Insurance Regulatory and Development Authority of India
 Parishram Bhavan,
 Basheerbagh
 Hyderabad-500 004

Sir,

I hereby submit my application for 'Categorisation of the Surveyors Licence under Regulation 6 of the INSURANCE SURVEYORS AND LOSS ASSESORS (LICENSING, PROFESSIONAL REQUIREMENTS & CODE OF CONDUCT) (AMENDMENTS) REGULATIONS 2013 along with the following documents :

- a) Certificate issued by IRDA with details of 'Departments and Category' assigned in 2001.
- b) Certificate issued by IRDA with details of 'Additions in Departments' since 2001.
- c) Copy of the Categorisation Letter issued by IRDA at the time of grant of License by IRDA.

1	Title		(State Mr / Mrs/ Miss)		
2	Name		Mention FULL NAME		
3	Fathers / Husbands Name		Mention FULL NAME		
4	Address for Correspondence	House No. Street -1 Street -2 Town: District: State: Pin Code: Telephone No. STD Code Mobile No. Email-id	The address mentioned here will be used for all mail / email correspondences by the Authority		
5	Permanent address	House No. Street: Town: District: State: Pin Code: Telephone No. STD Code	For Records		
6	Date of Birth		DD-MM-YYYY		
7	Age as on date		As on date of application		
8	Nationality		Sex		
9	Surveyors licence details	SLA Number: Date of Expiry:	Day- Month-Year		
10	Details of Surveyors Licence held				
	Date of Issue of First Licence		DD-MM-YYYY		
Particulars of Renewal of Licence					
Sl No	Date of renewal of License	Date of expiry of License	Duration of Licence	Was there any break during the Licensing period	Was the License NOT renewed for any period? (Mention particulars with reasons)
i					
ii					
iii					
iv					
v					
vi					
Attach copies of the Previous licence					
Pan card No				Aadhar No	

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11	Departments of Operation:							
Department	Fire	Marine cargo	Marine Hull	Engineering	Motor	Miscellaneous	CROP Insurance	LOP
Please TICK Against the Department								
Category Allotted								

12	Employment Details				
Name of the Firm	Period from	Period To	Designation	Nature of organisation (Insurance / Surveyor / Business / Government / PSU / Private / Business)	Nature of Work Undertaken (SLA / Investigation / Professional etc)

13	Educational & Professional Qualifications.			
Qualifications	Name of the Exam passed	Year of passing	University / Institute	Subject and Duration of course
Academic Qualifications (1)				
Academic Qualifications (2)				
Academic Qualifications (3)				
Professional Qualifications (1)				
Professional Qualifications (2)				
Professional Qualifications (3)				
Technical Qualifications (1)				
Technical Qualifications (2)				
Technical Qualifications (3)				
Special qualifications as stated in 64 UM of Insurance Act 1938				
Special qualifications as mentioned in 56 A of Insurance Rules 1939				
Special qualifications as mentioned in the Surveyors Regulations 2001 and 2003.				

Attach all relevant certificates

14	Details of participation in Conferences / Seminars / Workshops conducted by IISLA. (Refer Regulation 6 - Training Examination - Seminars - Workshops)			
Conferences / Seminars / Workshops	Mention Name of the Conference / Seminar/Workshop	Date of Conference/ Seminar/Workshop (DD-MM-YYYY)	Duration of the Conference (Mention in hours)	Remarks (Attach Participation Certificate)
Details of participation in Conferences organised by IISLA				
Details of participation in Seminars organised by IISLA				
Details of participation in Workshops organised by IISLA				
Mention the total hours of participation in Conferences				
Mention the total hours of participation in Seminars				
Mention the total hours of participation in Workshops				

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15. Give particulars of exams conducted by the Insurance Institute of India or any examination body, which has been cleared by the applicant: (Refer Regulation 6 – Training Examination – Seminars – Workshops)			
i	(a) Name of Examination Body (b) Name of the Course: (c) Centre of Examination: (d) Date of Passing:		
ii	(a) Name of Examination Body (b) Name of the Course: (c) Centre of Examination: (d) Date of Passing:		
iii	(a) Name of Examination Body (b) Name of the Course: (c) Centre of Examination: (d) Date of Passing:		
iv	(a) Name of Examination Body (b) Name of the Course: (c) Centre of Examination: (d) Date of Passing:		
16	Whether the applicant was any time suspended / debarred by any insurer / organisation, If YES please furnish fill details		
17	Please indicate the number of years you have been working as a surveyor (Tick appropriate Box)	Less than 8 years	
		8 – 16 years	
		More than 16 years	
18	Category of Member granted by the IISLA (Tick appropriate Box)	Fellow	
		Associate	
		Licentiate	

I hereby solemnly declare that-

- (a) All the particulars mentioned in this application are correct and true
- (b) I have not been found to be of unsound mind by a court of competent jurisdiction;
- (c) I have not been found guilty of criminal misappropriation or criminal breach of trust or cheating or forgery or an abetment of or attempt to commit any such offence by a court of competent jurisdiction;
- (d) I have not been found guilty of or to have knowingly participated in or connived at any fraud, dishonestly or misrepresentation against an insurer or an insured in the course of any judicial proceeding relating to any policy of insurance or the winding up of an insurance company or in the course of an investigation of the affairs of an insurer; and
- (e) I have not violated the code of conduct specified under Regulations made by the Authority.
- (f) I possess the requisite qualifications and training as prescribed by the Authority.
- (g) I have passed such examination as specified in the regulations by the Authority.
- (h) I enclose the following documents in support of my Qualifications / KYC etc.

i	Documents in proof of educational Qualification (Degree/Diploma/Technical / Professional etc.)	
ii	Documents in support of passing the III Exams	
iii	Document in support of the age	
iv	Documents in support residential proof	
v	PAN Card	
vi	Copy of the Membership Certificate issued by the Institute	
vii	Certificate indicating the 'Departments and Category' assigned at the time of earlier categorisation	
viii	Copy of the Categorisation Letter issued by IRDA at the time of grant of License.	
xi	Copy of training completion certificate from Insurance institute or any other recognised institute	
x	Copy of the certificates issued by IISLA for Seminars/Trainings/Workshops	
xi	Recent photo - TWO	
Note	All documents mentioned above should be attested when the application is submitted.	

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Note:

- a) Any changes in the information submitted to the Authority should be conveyed to the Authority, within FIFTEEN days of such change.
- b) The license issued by the Authority (in original) shall be surrendered at the time of application for grant of modified license.
- c) Attention of the applicant is drawn to Section 102 of the Insurance Act 1938 which provides that who ever in any document required for the purpose of any provisions of the Act, rules or regulations made there under, fails to furnish the same shall be liable to penalty not exceeding **Rs 5 lakhs for** each of such failure and punishable with fine.

The Category up-gradation for which I apply will be used only by myself for Survey and loss Assessment work for the category for which the up-gradation is granted by the Authority.

Date :

Signature of Applicant

Place :

Name _____

Address :-

Certification by the IISLA

Details of the SLA & Licence Details :

1.	Name of the SLA	
2.	SLA License Number	
3.	SLA License issued from	
4.	SLA License valid up to	
5.	Category of SLA	
6.	Service of SLA (Service should be 'IN-CHAIN' -There should be NO Discontinuity in service)	
7.	Membership No. of IISLA	
8.	Category Approved by IISLA for up-gradation	
9.	Details of Seminars / Workshops / Conferences attended by the applicant as per records of IISLA (Refer Regulation 6 - Training Examination - Seminars - Workshops)	

Conferences / Seminars / Workshops	Mention Name of the Conference / Seminar / Workshop	Date of Conference / Seminar / Workshop (DD-MM-YYYY)	Duration of Conference (Mention in hours)	Remarks (Attach participation certificate)
Details of participation in Conferences organised by IISLA				
Details of participation in Seminars organised by IISLA				
Details of participation in Workshops organised by IISLA				
a) Mention the total hours of participation in Conferences of IISLA				
b) Mention the total hours of participation in Seminars of IISLA				
c) Mention the total hours of participation in Workshops of IISLA				

Educational / Professional Technical Qualifications as per IISLA Records
(Refer Regulation 6 - Training Examination - Seminars - Workshops)

Qualifications	Name of the Exam passed	Year of passing	University / Institute	Subject and Duration of course
Academic Qualifications				
Professional Qualifications (1)				
Professional Qualifications (3)				
Technical Qualifications (1)				
Special qualifications as stated in 64 UM of Insurance Act 1938				
Special qualifications as mentioned in 56 A of Insurance Rules 1939				

Certificate:

- We hereby declare that all the particulars mentioned in the application are verified by and found to be correct and true.
- We hereby declare that the Surveyor and Loss Assessor has been fully trained on the Code of Conduct and the Terms and Conditions mentioned therein.
- The candidate has been awarded Fellowship / Associate-ship / Licentiate / Student vide membership Number of the IISLA

Date:
Place

Signature of Authorised Official of IISLA
Name _____
Designation _____

Notes and Instructions

1. An individual can apply for Category Up-gradation under any one of the categories, which will entitle him to undertake the work under the selected category.
2. The application and the Certificate by IISLA should be filled in, as far as possible, in Hindi language or English language.
3. There should be **NO CORRECTIONS / OVERWRITING OR ALTERATION** made in any answer to the questions in the application.
4. The applicant must furnish all the documents called for with the application.
5. An applicant shall furnish the proof of Educational Qualification, Professional Qualifications Technical Qualifications / Attendance of Seminars / Conference / Workshops conducted by IISLA as mandated in the regulations.
(Refer Regulation 6 – Training Examination – Seminars – Workshops)