



INDIAN INSTITUTE OF INSURANCE SURVEYORS AND LOSS ASSESSORS

(Promoted by IRDA, Govt. of India)

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Dear All the Members of IISLA

Re: Online licensing system for Renewal and issuance of fresh licences

We have to inform you that the applications for renewal of licences and fresh licences are to be submitted to IRDA only through online module of IRDA Online Licensing System. Please note that the applications for renewal of licences and issuance of fresh licences received in offline mode will NOT accepted by IRDA. In order to avoid the delay in renewal of licence and issuance of fresh licence, the members are requested to apply for the same at least 60 days before the licence expiry date so that any issues related to Online Licensing System can be resolved within a reasonable time.

In view of the above and also to facilitate the Members, the User Manuals and also the video demos of the “Online Licensing System” will be uploaded on our website. You can access the same at the link provided here in directly for user manuals and Video demo at <http://www.irda.gov.in/ADMINCMS/cms/Uploadedfiles/Online%20Surveyor%20Licensing%20System.htm>. Members are requested utilise this facility and ensure to renew their licences well before expiry date and also apply for fresh licences.

In case of any specific difficulties with regard to the “Online Licensing System, the members may contact on the following mail ID’s under a copy to IISLA Admin.

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|------------------------------------|----------------------|
| For Unlocking the Password | akash.d@irda.gov.in |
| For providing User ID and Password | akash.d@irda.gov.in |
| For Renewal Status queries | narendra@irda.gov.in |

The members can also contact the below mentioned phone no’s for resolution of queries with IRDA, New Delhi.

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| For Fresh License Applications and Enrolment | 011-23444415 | Between 4. PM and 5. PM only |
| For Renewals queries | 011-23444413 | Between 4. PM and 5. PM only |
| For any other surveyors related queries | 011-23444400 | |

Members may also contact L & T Assistance Team in case of any difficulties with the “Online Licensing System Module” at -020-66416445

By Manager (Admin)