



# INDIAN INSTITUTE OF INSURANCE SURVEYORS AND LOSS ASSESSORS

(Promoted by IRDAI, Govt. of India)

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Dt: 28-03-2024

Ref: IIISLA/HD/DLC/2023-24

To,

Dear Members,

The BOD, IIISLA would like to inform you that, HO will provide support related to IRDAI licensing issues like –delay in renewal of licence, new licence, modification, lapsed license, digital/soft copy of license not uploaded. Members must communicate to the email id “[helpdeskforirdalicense@gmail.com](mailto:helpdeskforirdalicense@gmail.com)” for speedy addressing of licensing related issues.

All the members are requested to share their inputs or feedback, their inputs/steps to be taken for an easy licensing procedure at above email id. The same will be submitted to the authority for redressal.

The attached prescribed format as **(Annexure-1)** needs to be submitted to the above email id; the same is reconciled by IIISLA HO for submission to IRDAI through the Council.

Regards's

Santosh Rajanna  
Secretary  
IIISLA

**Annexure-1**

NAME OF MEMBER	MEMBERSHIP NO	SLA NO	DATE OF SUBMISSION OF APPLICATION	PROVIDE SUR URN NO	TYPE OF ISSUE (RENEWAL/MODIFICATION/NEW LICENCE/LAPSED LICENCE/ SOFT COPY NOT UPLOADED)	MOBILE NUMBER OF MEMBER	E-MAIL ID OF MEMBER

Please provide the issues you were facing in brief with current status below.