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An Accredited Learning Centre of Insurance Institute of India, Mumbai

## REVISED RULES FOR INSURANCE SURVEYORS TRAINING & LICENSING

### PART-A: IRDAI (Insurance Surveyors and Loss Assessors) (Amendment) Regulations, 2020

IRDAI has notified the above regulations on 24<sup>th</sup> November 2020. This amendment has made major changes in the procedure for issuing and renewing surveyors licence. The important changes made are as under:

#### • **OBJECTIVE OF THE AMENDMENT:**

These amendments are aimed at providing an enabling environment to the Insurance Surveyors and Loss Assessors for rendering service to the policyholders as well as general insurance industry in an efficient and professional manner.

#### • **QUALIFICATIONS:**

The qualification criteria for enrolment and licensing of surveyors and loss assessors have been revised and the new criteria are provided in Schedule-I Annexure-1 of these regulations. **The changes are highlighted below:**

- i. Associate of Insurance Institute of India is now eligible for licence in Marine Cargo only
- ii. Now PGDM from National Insurance Academy, Pune is eligible for licence in Fire, Marine Cargo and Miscellaneous departments
- iii. MBA (Logistics and Supply Chain management) is eligible for Marine Cargo department
- iv. Fellow of Insurance Institute of India is eligible for licence in Fire, Marine Cargo and Miscellaneous departments
- v. Three year diploma holders in Engineering are now eligible for licence in Fire, Marine Cargo, Engineering, Miscellaneous and Loss of Profits departments
- vi. For motor, B.E. / B.Tech. / B.Sc. (Engg.) / AMIE or its equivalent thereof (Mechanical / Automobile) and Diploma in Engineering of three years duration from a recognized institution or its equivalent is eligible
- vii. For LOP, Fellow of Institute of Chartered accountant / Cost Accountants of India, B.Tech / B.E. / Diploma in Engineering of three years duration is eligible
- viii. For Crop Insurance, B.Sc Agriculture / B.Sc. Horticulture / B.Tech (Agricultural Engineering) is eligibility

#### • **ELIGIBILITY CRITERIA (Effective from 01/04/2021):**

For grant of surveyor's licence, the applicant must comply with the following conditions:

- i. Must have the required academic / technical / professional / insurance qualification as per criteria given in Schedule-I Annexure-1
- ii. Must have any other qualifications as may be prescribed by the Authority from time to time
- iii. Must be a Student Member of IISLA
- iv. Must pass the relevant papers Surveyors Examination conducted by Insurance Institute of India and complete the practical training **within three years from the date of enrollment**

- **EXISTING STUDENT MEMBERS** who are 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 training and pass the examination **within a period of three years from the date of these Regulations.**

- **CHANGE IN THE ROLE OF IIISLA**

The role IIISLA has been revised as under:

- i. The fresh candidates will register with IIISLA for Student Membership which shall be granted within 15 days from the date of receipt of application
- ii. After passing the exam, student has to become Member of the Institute. IIISLA membership has been made **compulsory but automatic** and without any categorisation.
- iii. The category of membership viz. Licentiate / Associate / Fellowship has been removed and now there will be only the membership of the Institute
- iv. The Institute may provide post-licence training / seminars/ workshops with prior approval of the Authority. The above upgradation of knowledge will be part of continuous professional development and skills and will not be a pre-requisite for licensing or renewal

- **FEE STRUCTURE**

- i. Non-refundable processing fee will be payable to the Authority for grant and renewal of license
- ii. For individual surveyor the fee shall be **Rs. 1000/-** (Rs. One Thousand Only)
- iii. For Corporate Surveyor the fee shall be **Rs. 5000/-** (Rs. Five Thousand Only)

- **SUBMISSION OF REPORTS BY INSURERS**

- i. 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
- ii. Every insurer shall monitor the performance of Surveyors including compliance with the code of conduct and the duties and responsibilities laid down in the regulations.
- iii. It shall be 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.
- iv. Every insurer shall file with the Authority report on misconduct of licensed surveyors annually
- v. Every insurer shall maintain the details and records about utilization and performance of the surveyors in the prescribed format.

### **PART-B: GUIDELINES ISSUED UNDER THE AMENDMENT REGULATIONS**

#### **1. GUIDELINES FOR GRANT OF FRESH LICENCE / RENEWAL OF LICENCE**

**(Circular No. IRDA/SUR/GDL/MISC/287/12/2020 dated 1<sup>st</sup> December 2020)**

- i. Licencing and renewal procedure has been made fully online.
- ii. The applicants are required to register with valid email ID and mobile number at the IRDAI portal viz. [www.irda.bap.org.in](http://www.irda.bap.org.in) and obtain a user ID. Applicants are required to complete the prescribed forms and submit the same. All the necessary documents duly self attested have to be uploaded. The requisite licence fee has to be paid online.
- iii. **“FIT and PROPER CRITERIA”**  
Fit and proper criteria refers to the criteria for determining the suitability of an applicant, whether individual or corporate for grant of fresh license / renewal of license are persons of integrity, having appropriate skills and experience.  
For the purpose of determining whether an applicant / surveyor is a “Fit and Proper Person”, the following shall be considered:
  - a) Financial integrity

- b) Absence of convictions or civil liabilities involving moral turpitude
- c) Appropriate competence, experience and qualification
- d) Good reputation and character
- e) Efficiency and honesty
- f) Absence of any disqualification to act as 'intermediary or insurance intermediary' as stipulated in Section 42D of the Insurance Act, 1938

The applicant shall furnish a declaration cum undertaking in the prescribed form IRDAI AF 20 to determine the 'fit and proper' status.:

- iv. On completion of the procedure as above, the licence will be issued and mailed to the registered email ID.

## **2. GUIDELINES FOR PRACTICAL TRAINING FOR SURVEYORS & LOSS ASSESSORS (Circular No. IRDA/SUR/GDL/MISC/288/12/2020 dated 1<sup>st</sup> December 2020)**

These guidelines set out the detailed procedure for practical training for obtaining fresh / renewal licence to act as a Surveyor and Loss Assessor which will be as under:

### **FOR FRESH APPLICANT (applying for the first time):**

- i. The Fresh applicants shall complete the following before undergoing practical training:
  - a) He must comply with the qualification criteria prescribed
  - b) He shall enroll with IRDAI for the written examination with Insurance Institute of India and qualify in the examination
  - c) He should enroll as Student Member with IISLA
- ii. After completion of the above, the applicant will undergo practical training either
  - a) for 2 month with Insurance Institute of India / National Insurance Academy / any other approved institution, OR
  - b) through internship for 6 months with any Insurance Surveyor and Loss Assessor who has at least 8 years' experience in the concerned department
- iii. The approved Institute / Insurance Surveyor shall give "Training evaluation cum completion certificate" to the successful candidates
- iv. The student member shall submit the "Training evaluation cum completion certificate" to IRDAI for issue of licence

### **FOR SURVEYORS SEEKING LICENCE IN ADDITIONAL DEPARTMENTS:**

- i. The applicants shall complete the following before undergoing practical training:
  - a) He must comply with the qualification criteria prescribed
  - b) He shall enroll with IRDAI for the written examination with Insurance Institute of India and qualify in the examination
- ii. After completion of the above, the applicant will undergo practical training either
  - a) for 2 weeks with Insurance Institute of India / National Insurance Academy / any other approved institution, OR
  - b) through internship for 8 weeks with any Insurance Surveyor and Loss Assessor who has at least 8 years' experience in the concerned department
- iii. The approved Institute / Insurance Surveyor shall give "Training evaluation cum completion certificate" to the successful candidates
- iv. The student member shall submit the "Training evaluation cum completion certificate" to IRDAI for issue of licence

## **3. GUIDELINES FOR ALL GENERAL INSURERS FOR SUBMISSION OF REPORTS (Circular No. IRDA/SUR/GDL/MISC/289/12/2020 dated 1<sup>st</sup> December 2020)**

- i. Vide Regulation 21 (3) insurers are required to file with the Authority report on misconduct of licensed surveyors annually. This report will be filed in Annexure I attached to these guidelines.

- ii Vide Regulation 21 (4) insurers are required to maintain half yearly data in the prescribed format. This will be done in Annexure II attached to these guidelines.

**PART-C REVISED QUALIFICATIONS FOR SURVEYORS LICENCE (W.E.F. 01/04/2021)**

- The surveyors are granted license for various departments depending on their qualifications
- The trainee surveyor has to pass the compulsory subject “**Principles and Practice of Insurance and Survey and Loss Assessment (S01)**”
- Other papers to be passed will be relevant to the department applied. As per IRDAI circular dated **04/02/2020**, **now there is no restriction on number of departments which may be allotted to a licensed surveyor**. The allotment will be done on the basis of qualification and compliance with the regulations.
- The departments, requisite qualifications and papers required to be passed after **2020** amendment are as under:

S.No.	Department	Qualification Required	Paper	III Study Course
1	<b>Fire</b>	B.E./ B. Tech / B.Sc. (Engg.) / A.M.I.E. or 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	<b>S-02</b>	<b>IC 56</b>
2	<b>Marine Cargo</b>	B.E./ B. Tech / B.Sc. (Engg.) / A.M.I.E. or equivalent thereof (Marine Engineering / Naval Architecture) / Certificate of Competency as Master of Ship or as First Class Marine Engineer issued by 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) / Insurance Institute of India (III), Post Graduate Diploma in Insurance from IIRM, MBA (Logistic and Supply Chain), PGDM from National Insurance Academy	<b>S-03</b>	<b>IC 60 / 66</b>
3	<b>Marine Hull</b>	B.E./ B. Tech / B.Sc. (Engg.) / A.M.I.E. or equivalent thereof (Marine Engineering / Naval Architecture) / Certificate of Competency as Master of Ship or as First Class Marine Engineer issued by recognized authority	<b>S-04</b>	<b>IC-70</b>
4	<b>Engg</b>	B.E./ B. Tech / B.Sc. (Engg.) / A.M.I.E. or equivalent, Diploma of 3 years duration from a recognized institution or its equivalent thereof	<b>S-05</b>	<b>IC-77</b>
5	<b>Motor</b>	B.E./ B. Tech / B.Sc. (Engg.) / A.M.I.E. or equivalent (Mechanical /Automobile); Diploma in Mechanical Engineering / Automobile Engineering of 3 years duration from a recognized institution or its equivalent thereof.	<b>S-06</b>	<b>IC-72</b>
6	<b>Misc</b>	B.E./ B. Tech / B.Sc. (Engg.) / A.M.I.E. or equivalent; Diploma in Engineering of 3 years duration from a recognized institution or its equivalent; Associate or Fellow members of ICAI (CA / CMA) / Fellow member of Insurance Institute of India (III), Post Graduate Diploma in Insurance from IIRM, PGDM from National Insurance Academy	<b>S-07</b>	<b>IC-78</b>
7	<b>LOP</b>	Fellow member 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	<b>S-08</b>	<b>IC-57</b>
8	<b>Crop Ins</b>	B.Sc. in Agriculture / B.Sc. Horticulture / B.Tech (Agricultural Engineering)	<b>S-09</b>	<b>S-09</b>