



Ref: IRDA/SUR/GDL/MISC/289/12/2020

01<sup>st</sup> December, 2020

**CIRCULAR**

**To All General Insurance Companies**

**Sub: Guidelines for all General Insurance Companies for submission of Reports**

1. This has reference to Notification of IRDAI (Insurance Surveyors and Loss Assessors) (Amendment) Regulations, 2020 whereby
    - a. Vide Regulation 21(3) insurer are required to file with the Authority report on misconduct of licensed surveyors annually
    - b. Vide Regulation 21(4) Insurers are required to maintain half yearly data in the prescribed format.
  2. All Insurers are directed to file and maintain above information in the formats prescribed hereunder.
    - a. Format for filing misconduct annual report is at Annexure I
    - b. Format for maintaining half yearly data is at Annexure II.
  3. This is issued in exercise of the powers conferred under Sec. 34(1) of Insurance Act, 1938
- These guidelines shall be applicable with immediate effect.

**(Suresh Mathur)**  
**Executive Director**

## Annual Report

## Details of Misconduct of licensed surveyors and action taken by Insurer

Name of the Insurer:

Report as on 31<sup>st</sup> March .....

Sr. No.	Name and Address of Surveyor	SLA No. and Date of Expiry	Nature and details of misconduct	Details of claim and policy no.	Action taken by the Insurance Company	Remarks, if any

I hereby solemnly acknowledge that the details provided above are true.

Date:

Authorised Signatory

## REPORT ON SURVEY JOBS FOR THE HALF YEAR ENDING ON .....

Sr. No.	Line of Business	No. of claims reported	No. of claims which required appointment of licensed surveyor as per Surveyors Regulations	Surveys undertaken by inhouse employees	Surveys undertaken by other than inhouse employee surveyors	
					Individual	Corporate
1.	Fire					
2.	Marine Cargo					
3.	Marine Hull					
4.	Engineering					
5.	Motor					
6.	Miscellaneous					
7.	LOP					
8.	Crop					
	Total					

I hereby solemnly acknowledge that the details provided above are true to the best of my knowledge.

Date:

Authorised signatory