<u>**CIRCULAR**</u>

Ref: IRDA/HLT/GEN/BAP/OFFICE FILING/68/2015-1   26th May, 2015

The CEOs of all Standalone Health Insurers

Sub: <u>Submission of Office Filing applications through Business Analytics Project (BAP) – Health Module.</u>

IRDAI is initiating the process of submission of Office Filing applications through BAP Health Module for Standalone Health Insurance Companies. The feedback received during the User Acceptance Testing (UAT) from the Standalone Health Insurance companies has been incorporated in the Health Office Filing module.

Standalone Health Insurers are required to   access   the   website http/www.irdabap.org.in. The Administrator User-Id and Password were made available to the Principal Officers / Compliance officers in separate emails. The profiles of the other Users (sub id) have to be created by the Administrator.

Standalone Health Insurers shall file all applications for Office Filing, in respect of Opening of New Offices / Relocation of Offices / Closure of Offices, online in BAP, from **01.06.2015** through Health Office Filing module.

The requirement of the prior approval of the Authority for opening the places of business, the norms to be complied while relocating, closing various places of business shall be in accordance to **IRDA (Places of Business) Regulations, 2013** as modified from time to time.

For approval, the Standalone Health Insurer will have to submit proposals through form PB 1(new office link on office filing home page).

I.   **The updated version of user manual** which would facilitate insurers in filing of office application **is made available in the Home Page of Health Office Filing Module** of **BAP** for perusal of all concerned. The version would be updated from time to time and shall be made available to users.

Please note that the User Manual is intended to guide the insurers while complying with **IRDA(Places of Business) Regulations, 2013** and that every Standalone Health Insurer shall comply with **IRDA (Places of Business) Regulations, 2013** as modified from time to time.

II.   The helpline system is made available in the BAP module and the queries will be attended by the team on priority basis. Insurers may also escalate the issues at the following:

Issues	Can be escalated to*	Contact No.
Technical Issues	**bap.support@irda.gov.in**	**040 2338 1111**
Form Related Issues	Mr. D. V. S. Ramesh, DD Health Dept. dvsramesh@irda.gov.in	040 2338 1263

Please note that queries have to be routed through Helpline in the Module. If not resolved within a reasonable time, escalations can be made to these IDs/contact numbers.

III.   Class 2 and Class 3 digital signatures of the Authorized signatories shall be accepted by the Module. Insurers are required to obtain Digital Signatures from Authorized Vendors (i.e. E-Mudra, Sify, etc).

However, the present method of Manual filing of Office Filings will be continued for a period up to max. **30.09.2015** till the BAP — Office Filing module is fully established.

(Yegnapriya Bharath)
Joint Director (HEALTH).