

Examination Handbook



For regular updates please visit website
www.insuranceinstituteofindia.com
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Mission

To impart systematic insurance education, training and creating avenues for research and development in the field of insurance and insurance auxiliary services thus developing highly efficient and skilled insurance professionals to serve the humanity in India and abroad

Vision

- ✓ To become a hub of Insurance, Health, Actuarial and Risk Management education in Afro-Asian Countries and raise the bar of efficiency and knowledge across the insurance industry.
 - ✓ To set up virtual education complex to take the insurance education into hinterland.
 - ✓ To provide cutting-edge research, documentation, dissemination of information to individuals, corporate, regulators and millions of users of insurance.
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CALENDAR OF IMPORTANT DATES

NOVEMBER- 2014 OFF-LINE EXAMINATION

(Registration for November 2014 Examination starts from 15/06/2014)

Sr. No.	DESCRIPTION	CLOSING DATES
1	Enrollment of papers and application for claiming exemption	31/07/2014
2	Withdrawal from Examinations under Regulation 12 (c)	31/08/2014
3	Enrollment by all candidates with Late fees Rs. 500/- for every request (only through ONLINE).	25/08/2014
4	Change of Subject / Centre without fees. (only through ONLINE).	31/08/2014
5 *	Change of Subject / Centre of off-line examination with fees Rs. 250/- for every request. (only through ONLINE).	25/09/2014
6 *	Change of centre of off-line examination with TATKAL late fees Rs. 1,000/- for every request. (only through ONLINE).	20/10/2014
7	Examination Dates	08/11/2014 (Saturday) 09/11/2014 (Sunday) 15/11/2014 (Saturday) 16/11/2014 (Sunday)

NOTICE TO CANDIDATES:

- 1) * For Sr. No. 5 & 6 fees will not be accepted through Cash / Cheque / DD i.e. candidates have to pay through ONLINE using their login.
- 2) A candidate can appear for only one subject in one session
- 3) Please see detailed examination time table and take care that papers selected by you do not clash with one another. If you select more than one paper of the same time-slot, no refund of fee will be made.

*** Service Tax is payable along with fee for examination to be conducted at the Centres in India.**

For the attention of Candidates

All Candidates are requested to CREATE AN ACCOUNT (Login Id) on website www.insuranceinstituteofindia.com to register and enroll for examinations, if not created earlier.

1. Please keep a note of **Login Id** and **password** for accessing the website next time.
2. **Candidates having been allotted registration number by I.I.I. NEED NOT create their profile**, as it is already available with the Institute. Such candidates should (one time exercise) map their profile with the login id by providing Registration Number and Date of Birth after login.
3. While mapping, if the profile is not found, please contact the institute with the following details:
 1. Registration number
 2. Name of the candidate
 3. Date of Birth
 4. Last Examination enrolled / appearedPlease email the above details to: mrm@iii.org.in
5. **Fresh Candidates** have to create their profile after login and before proceeding for registration.

Help is available on website www.insuranceinstituteofindia.com Homepage under Helpdesk menu.

Candidate's photo in profile

The candidates have been provided a facility to upload their photograph in their profile. This is used for printing on attendance sheet, hall ticket & certificates etc. The candidates are advised to upload their photograph using their own login if created, else after creating new login account on website.

Candidates having multiple Registration Nos. are requested to write to mrm@iii.org.in for consolidation of Credit Points (CP's) accumulated under various Registration Nos. into one Registration No. The proof of CP's accumulated should be sent to III alongwith request, for verification.

FORGOT Login id: Incase login id is forgotten after creating the same, Click on **Sign in** and on next screen click on **Forgot Username (Registered Candidates)**. Provide **Registration number** and **Date of Birth**. **Login id will be sent to registered email id /mobile number.**

FORGOT Password: Incase password for login is forgotten Click on **Sign in** and on next screen click on **Forgot Password**. Provide **Login id**. **Password will be sent to registered email id.**

Published by P.Venugopal, Secretary-General, Insurance Institute of India, Plot No.C-46, G-Block, Bandra-Kurla Complex, Mumbai – 400051

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1. ABOUT INSURANCE INSTITUTE OF INDIA

The Insurance Institute of India was established in 1955 for the purpose of imparting insurance education to persons engaged or interested in insurance.

1. The main objectives of Insurance Institute of India are:
 - i. To run College and conduct Examinations, in insurance theory and practice and related subjects for awarding certificates, diplomas and degrees to those interested in insurance.
 - ii. To prepare and supply reading materials and similar other educative methods for encouraging and assisting the study of any subject bearing on any branch of insurance
 - iii. To form and maintain a library.
 - iv. To offer scholarships, grants and prizes for research or any other educational work bearing on insurance.
2. **Membership:** There are at present 91 Associated Insurance Institutes spread all over the country. The Sri Lanka Insurance Academy, Insurance Institute of Sri Lanka and The Royal Insurance Corporation of Bhutan Insurance Institute are affiliated to III. The members of the Associated Institutes and the Affiliated Institutes automatically become the members of III. Please refer to **List of Associated Institutes and Affiliated Institutes on the website available under Affiliates Menu.**
3. **Governing Body:** The Governing Body of III is its Council, which functions through its Committees, the Administration Committee and the Board of Education. The Board of Education is the supreme body in all matters relating to education and examinations.
4. **College of Insurance** is an institution of higher learning in Insurance. Training on Life Insurance subjects, General Insurance subjects and various Management subjects is provided to insurance personnel at different levels. Training to Insurance Brokers and Insurance Surveyors is also provided in College of Insurance.
5. **Accredited Learning Centres** are formed to fulfill the Institute objectives in providing study materials, training and tuition facilities and other learning aids to the candidates who prepare for the Institute's examination.
6. **Examinations:** The Insurance Regulatory and Development Authority and the insurers in India and abroad recognize certificates and diplomas issued by III to candidates. These qualifications are also recognized by similar Institutes e.g. Chartered Insurance Institute (CII) in U.K., Life Office Management Association (LOMA), American Institute of Chartered Property and Casualty Underwriters (CPCU) / now called as The Institutes in U.S.A. and Insurance Institute of Canada. (For more details please refer to "Cross Recognition of III Qualifications").

7. The IRDA has recognized the Institute as the examining body to conduct pre-recruitment examinations for insurance agents as well as Pre-licensing test for Insurance Surveyors.
8. **Online Examinations:** Online examinations are conducted for Papers 01, 02, 11, 14, 22, 23, 24, 26, 27, 28, 35, 36, 37, 45, 46, 47/A-01, 57, 67, 71, 72, 74, 77, 78, 85, 86, 92, 99, AIU-01 & AIU-02. Candidates interested in taking up ONLINE examinations should indicate their option while enrolling for papers on III website.

Examination for **Certificate Programme in Advanced Insurance Marketing (CPAIM), Specialized Diploma on Health Insurance and Diploma in Life Insurance Underwriting** will be online only.

9. **Study Materials:** Study Material for the subjects prescribed for examinations are available, and can be purchased online also, apart from purchasing through associated institutes. In addition e-Learning (English) is available for some Papers.
10. **Research:** The III encourages research and advanced studies in the area of insurance and related subjects.
- The **S.K. Desai Memorial Medal and Prize** is awarded to the best essay or work of research on any area of insurance or related subjects.
 - The **D. Subrahmaniam Award** is given to the best essay or work of research submitted by members who are not more than 45 years of age.
 - The III invites original technical papers on specified insurance related topics. The author / authors of papers of high quality are invited to attend the annual conference of the Institute.
 - III encourages Associated Institutes to organize research / advanced studies in Insurance on a project basis. The reports of approved projects are published and released at the annual conference.
11. **Research Grant:** In order to promote academic excellence and research in the area of insurance and allied areas, III has established a system to provide Research Grants/Award for candidates pursuing Doctoral Studies in Insurance Domain. The grants are provided under the following categories:
1. Research grant for pursuing doctoral studies - full time
 2. Research grant for pursuing doctoral studies - part time
 3. One time Research grant for JRF candidates – General

All the grants and awards are specifically designated for encouraging research in the domain of Insurance and allied areas; detailed guidelines and application format is available on the website www.insuranceinstituteofindia.com; coi.org.in; queries related to grants can be addressed to research@iii.org.in.

12. **Prizes:** Different prizes are awarded for outstanding performance in different Examinations. Please refer to Prize Scheme for more details.
13. **Knowledge Management Centre:** Institute has formed Knowledge Management Centre to arrange seminars on insurance and related subjects, to conduct research work on various technical subjects of Insurance and to publish newsletters and Journals etc.
14. **Research Centre for Insurance Studies:** III's College of Insurance has established a research centre for carrying out research studies in insurance and allied areas.

The primary objective of this centre is to promote and conduct research in Insurance and allied areas and to undertake projects or studies that would be useful for specific policy making and decision making for the insurance industry. The centre also aims to promote excellence in research in Insurance studies and related areas across the country and support the cause of disseminating knowledge in this specialized field. Some of the broad areas of Insurance research that are identified for research are life, pension, health, property, other non life insurance, rural & social sector, reinsurance, & best practices in customer service.

Some of the activities that come under purview of the research centre are publications of books/monograph on various aspects of insurance, conduct primary & secondary research & publish research project report, development of case studies, and publishing proceedings of seminars and conference organized by college of insurance.

15. **Library:** Library has a special collection of books and periodicals. The main central subject area is Insurance. It has the finest collection of other subject such as Management, Banking, Law, Economics, Finance, Investment, Pensions etc. It also has a premium collection of books published by IMF, World Bank, Witherby, Chartered Insurance Institute, AICPCU, LOMA, LIMRA, ICFAI and SIGMA.

Library facility is available for III members, participants of College of Insurance, Insurance Professionals, Researchers, College students, Educational Institutes/Colleges, Corporate's.

16. **Online Lending Library:** Insurance Institute of India has initiated Online Lending Library (OLL) for III members, College students, Research Scholars, Insurance Professionals, Educational Institutes & Corporates. At present this facility is available within India. It gives the flexibility to take OLL membership and order, renew and return books online. There are more than 3000 books on Insurance, Management, Banking, Finance & Economics to choose from & more books are being added. Institute is giving free home delivery & pick up of book service to OLL members anywhere in India.

17. Group Corporate Membership: Insurance Institute of India introduces a new segment in Online Lending Library named Group Corporate Membership (GCM) especially for corporates. In GCM, various branches/depts. of a Company can utilise library facility with multiple logins. Corporates can make use of rich collection of books on Insurance, Risk, Reinsurance, Finance, Tax, Law, Management & many more. GCM includes more than 4000 books to select. IIT is giving free delivery and pickup of books within 48 hours from order within India. Companies can order back issues of last 6 months of National / International journals on insurance / finance / management.

18. One Year Post Graduate Diploma in Health Insurance (PGDHI) - College of Insurance The Department of Economics (Autonomous), University of Mumbai in collaboration with Insurance Institute of India (College of Insurance), Mumbai has started a One Year Post Graduate Diploma in Health Insurance. The program will have two terms with seven theory papers and project work equivalent to one paper. There would be forty-eight hours of classroom delivery for each of the theory papers. Class-room sessions will be held at College of Insurance, Bandra - Kurla Complex, Mumbai on weekends (Saturday and Sunday).

Admissions to this program shall be based on academic merit, work experience and personal interview. Candidates having a 3 year bachelor's degree from University of Mumbai or any other recognized university or equivalent are eligible to apply. On successful completion of the course, PG Diploma in Health will be awarded by University of Mumbai and Insurance Institute of India.

The application form as well as other details regarding the course are available at our website www.coi.org.in and www.insuranceinstituteofindia.com.

2. REGULATIONS

1. These regulations are applicable for the following Examinations conducted by III.
 - ◆ Licentiate, Associateship & Fellowship.
 - ◆ Certificate in Foundation of Casualty Actuarial Science (Non-Life)
 - ◆ Specialized Diploma in Marine Insurance
 - ◆ Specialized Diploma in Fire Insurance
 - ◆ Specialized Diploma in Foundation of Casualty Actuarial Science (Non-Life)
 - ◆ Certificate Programme in Advanced Insurance Marketing Course (CPAIM)
 - ◆ Specialized Diploma in Health Insurance
 - ◆ Diploma in Life Insurance Underwriting (w.e.f. November 2014)

2. **Life Membership:** Only Life Members of the Associated Institutes and Affiliated Institutes can appear for the examinations of the III. Persons residing or working at a place where there is an Associated Institute (Please refer to the List of Associated Institutes on website available under Affiliates menu) have to be Life Member of that Institute only. Persons who reside or work at a place where there is no Institute can become Life Member of an Institute near to their place of residence or work.

For online application, candidates are requested to select their Associated Institute nearer to their place of work or native place. **Foreign candidates can select any of the associated institutes in India, RICB Insurance Institute, Thimpu Bhutan or Sri Lanka Insurance Institute, Colombo Sri Lanka.**

Life Membership Fees of Associated Institute is included in first registration fees.

3. (a) **Enrollment for examination:**
 - (i) Candidate can register and enroll for the examination by availing on-line registration facility through III website. The details of on-line registration are given under a separate topic of Online Registration in this Handbook.
 - (ii) Candidate can also submit their examination entry form to the local Associated Institute nearest to their residence or work place along with the fees as given in **TABLE OF FEES**. Entry form is available on website for download.

- (b) **Registration Fees:** Candidates registering for the Institute's examinations for the first time are required to pay registration fees as given in the **TABLE OF FEES** towards registration. **Please note Life Membership fee is included in Registration fees.**

With effect from the October/ November, 2010 examination, it has been decided to charge one time Registration fees in lieu of Diploma fees for Associateship and similarly for Fellowship examination while enrolling for any one of the compulsory papers. Candidates who have paid Registration fees at Associate / Fellow level will not be required to pay any separate fees towards Diploma subsequently.

The Registration Number will remain valid for all future examinations.

CPAIM: i) One time Life Membership Fees and ii) One time Registration fees till the registration is valid. (Registration of CPAIM is valid for 5 years).

4. (a) **Examination Entry Form:** When the results of an examination are announced, candidates appeared for the examination will be intimated through email / SMS at the email id / mobile no. registered with the Institute. Candidates can immediately enrolled for the next examination as soon as they are intimated through email / SMS, to avoid last minute rush and start preparation. Additionally, result intimations will be dispatched through ordinary post, at the correspondence address updated with the institute.

- (b) **Enrollment for Examination:**

Enrollment for Examinations can be done:

i. **ONLINE** at III's website: www.insuranceinstituteofindia.com (Refer to Help Desk Menu for more details on website) or

ii. **Through Associated Institutes / Affiliated Institutes/ ALCs.**

These are the only two channels available for enrolling for Examinations.

Note:

Candidates submitting entry form through Associated Institutes / Affiliated Institutes / ALCs should collect the print out of ENROLLMENT OF PAPERS showing details of paper(s) enrolled, date of examination (offline exam), centre of examination, language selected and fee paid **WITHIN 3 DAYS** from the date of submission. In case any discrepancy is found, the same should be rectified immediately and fresh **PRINT OUT** to be taken for record.

It will not be possible to make corrections at III for enrollments done through Associated Institutes / Affiliated Institutes / ALCs.

Please do not send examination entry forms directly to Insurance Institute of India, Mumbai. Forms sent directly to III will not be accepted. These may be returned to the candidate in due course only.

Foreign candidates are advised to register / enroll for Professional Examinations ONLINE. However the entry forms from foreign candidates will be accepted at III also for enrollment.

Note: Entries / enrollment may be accepted from candidates with late fee upto prescribed date for this purpose. Further delay will cause them to miss their chance to appear in the examination. To avoid such unpleasant situation due to postal delays, unexpected travels of candidates etc., we advise candidates to enroll ONLINE / through Associated Institutes well in time without waiting for their results.

Pre-licensing test for Insurance Surveyors on behalf of IRDA

Candidates enrolled with IRDA can apply for Surveyor Examination through online. Candidates can register and make payment for Surveyor Examination / Papers through online option available on III Website. For more details please refer to Help Desk menu on website.

Candidate also have option to send forms directly to III. Candidates are advised to download the entry form from website and forward the same duly filled in all respects, alongwith enclosures/demand draft for fee as prescribed by IRDA so as to reach III on or before the closing date declared by IRDA. III will not accept any incomplete form or the forms received after the closing date.

- 5. Requirement for passing the examination:** Passing Marks for all the subjects/ papers of objective type Multiple Choice Question (MCQ) (On-line/ Off-line) is 60% & above and duration of examination is 2 hours. However passing marks for all subjects/papers of descriptive type is 50% & above and duration of examination is 3 hours. If a candidate obtains at least 75% of the maximum marks in any subject, he/ she will be deemed to have passed with Distinction in that subject. Certificates / Diplomas will be issued to candidates only on their obtaining minimum required Credit Points and passing compulsory subjects. AIII and FIII Diploma will be awarded only after the candidates are duly elected as Associates and Fellows of the III as per by-laws of the Insurance Institute of India. The election application form is available on III website under Examinations diploma link. After passing the exam candidate has to download the election form and send hard copy duly filled in to III Mumbai or scan copy at mrm@iii.org.in for election as Associate / Fellow.

6. **Time Limit:** There is no time limit for passing the professional examinations of the III. However credit points will be valid only for five years from the date of passing the subject. After passing Associate Examination, validity of the credit points of the subject passed thereafter will be available for 7 years.

For Certificate Program in Advanced Insurance Marketing (CPAIM) Examination candidates have to pass Basic Level within 18 months from the registration date and Intermediate Level within 18 months of passing Basic Level. Registration is valid for 5 years.

7. **Time Table:** The timetable of May / October Examination shall be hosted on I.I.I. website www.insuranceinstituteofindia.com

“In the time-table, more than one paper may be slated for the same time. While submitting the entry form and selecting the subjects, the candidates must satisfy themselves that there is no clash in the time table for the subjects chosen by them. In the event of a clash, candidates should select a different subject. No refund or carry forward of examination fees is permitted due to wrong or unsuitable selection. A candidate can appear for examination in one subject only in one Schedule”.

The Board of Education reserves the right to alter and / or amend the dates, venue and programmes of the examinations. Such changes or alteration will be intimated to Associated Institutes and also posted in the website of the III. Candidates will not be advised individually. No application for refund of the fee will be accepted on the ground of postponement or changes in the examination schedules.

8. **Admission Cards:** Admission cards (Hall Tickets) for offline examination will be available :

- i. On website www.insuranceinstituteofindia.com two weeks prior to the examination. Candidate can download the Examination Admission Cards (Hall Ticket) from website after login.
- ii. On email id given by the candidates in their profile.
- iii. With the Associated Institute/ ALC enrolling the candidate.
- iv. With the Associated Institute of which the candidate is a member.

Details of the centre and venue for examination will also be available on the III's website 15 days prior to the date of Examination.

No hardcopy of hall ticket will be sent to candidate by post.

The candidates are requested to update their mobile number and email-id in the profile created by them to receive their Admission Cards / result and other information from III.

9. In case candidates are unable to get Admission Card (Hall Ticket), they are requested to send the scanned receipt of payment of fee along with copy of print out of enrolled papers as mentioned in 4 (b)-(Note) above to mrm@iii.org.in **for issuance of Admission Card. The Admission Card will be sent to the email through which the request has come to III.**

10. **Certificate of Attendance:** A Certificate of Attendance will be issued to all candidates who appear at the listed centres, by the Presiding Officers or by the authorized Invigilators. No request for separate certificate will be entertained; either by the III or by the Associated Institute.

11. **Examination Centres:**

(a) Examination will be held only at such places where satisfactory arrangements can be conveniently made for conducting the examinations and where there are sufficient numbers of candidates. Further, the Board of Education reserves the right to reduce the number of examination centres at its discretion.

(b) The list of proposed examination centres (Indian & Overseas) is available on our website www.insuranceinstituteofindia.com. There is however, **no assurance that the examination will necessarily be held in those centres.**

(c) While enrolling / submitting entry forms at Associated Institutes/ Affiliated Institutes/ ALCs, candidates are requested to mention the centre where they wish to be examined.

(d) If the examination is not held at the centre or centres selected by the candidate, he will be allotted a centre nearest to the centre selected by him and candidate will have to appear from that centre only.

12. **General:**

(a) **Change of Centre:** The candidates can change the centre for examination ONLINE by using login without any charges during the period enrollment for that examination is open. However after enrollment date is closed, the candidates will have to pay prescribed charges ONLINE by using login, for change of centre up to prescribed date. After that date no changes will be allowed.

(b) **Change of address:** Through login candidates can update their address for correspondence, Mobile Phone number, email id etc.

(c) **Withdrawal from Examination (For Offline Exam only):** 50% of the offline exam enrollment fees will be refunded if application for withdrawal from examination reaches the III's office, Mumbai, on or before the prescribed date given in the "Calendar of Important Dates". All such requests should be addressed and sent directly to the Insurance

Institute of India, Mumbai and not through the Associated Institutes / Affiliated Institutes / ALCs. The requests can be sent through email to mmsatam@iii.org.in or gogia@iii.org.in.

- (d) **Change of Subject:** Candidates are allowed to change the subject enrolled online using their login, upto a prescribed date only. One time Registration fee paid for enrolling for compulsory subject is not refundable in case that subject is changed to optional subject. However candidate will not be required to pay the fee again at the time of enrollment for compulsory subject of that level.

After the prescribed date, no change of subject with or without late fee is permitted.

- (e) Candidates have to ensure that they satisfy the conditions of eligibility at the time of application. If found not eligible or not fulfilling criteria specified for appearing examination, he/ she may not be allowed to write the examination or his/ her paper may not be evaluated or the result may not be declared.

13. Publication of Results:

- i. The examination results can be downloaded from the website, normally in February for the October / November examination and in August for May examination.
- ii. Subject wise result will be communicated to candidates through SMS / email on mobile number / email id updated in their profile.
- iii. Candidates will also be advised by Ordinary Post, the marks secured by them in the examination. The candidates, who do not receive the result intimation by the end of August for May examination and by the end of February for October / November examination, should send e-mail to mrm@iii.org.in.
- iv. Candidates can approach nearest associated institute to get printout of their result after providing registration number.
- v. For online examination result, candidates can see their score of marks immediately after the examination is over. However formal result will be declared and communicated to the candidates after the process is over i.e. approximately in a month.

14. Revaluation/Retotaling:

The Institute has revaluation / retotaling system for its professional examinations, as follows:

The revaluation is available only for descriptive papers.

Revaluation is not available for Pre-licensing test for Insurance Surveyors and for Multiple choice question (MCQ) papers i.e. IC01, IC02, IC11,

IC14, IC22, IC23, IC 24, IC26, IC27, IC28, IC45, IC46, IC47/A-01, IC57, IC67, IC71, IC72, IC74, IC77, IC78, IC85, IC86, IC92 & IC99. For these papers only retotaling is available for Offline Mode exams.

Revaluation: Revaluation/ Retotaling will be carried out only for those candidates who have failed in the examination.

Candidates who wish to take advantage of the facility of revaluation/retotaling of marks should apply online **before the prescribed date**.

Revaluation/ Retotaling fees will not be refunded to the candidates even if he/she is declared pass in the subject applied for revaluation. Request for Revaluation/ Retotaling of passed papers will not be accepted under any circumstances. Revaluation marks will be informed to the candidates only if result changes from fail to pass. In case result remains as fail, the original marks will be retained.

The candidates who have applied for revaluation can enroll / change the subject online within 10 days from the date of declaration of Revaluation/ Re-totaling Result.

15. **Tuition Facilities:** Effective Tuition Service is considered essential to prepare candidates for the III's examination at all levels. In view of this objective, many Associated Institutes and Accredited Learning Centres are arranging Oral tuition service as per their convenience normally after office hours or on holidays with the active involvement of experienced tutors. Candidates have to contact these institutes for the tuition facilities.

Membership of Local Institute: Candidates are required to become members of Associated Institutes as a pre-condition to opt for Oral Tuition Service.

e-Learning: In accordance with the needs of the changing times, the Institute has brought out an e-Learning module (in English) for Paper No.01, 02, 11, 14, 22, 23, 24, 26, 45 and 46. The module provides much beyond the course material in terms of web-links, blogs, self learning questions etc. To find out how to avail of the e-Learning facility and the fee, please visit III website. III has also started facility of Web-Coaching. Recordings of the same are available on YouTube Channel of III.

16. **Examination conditions:** Candidates are **not permitted to keep books, notes, periodicals, mobile phones** etc. with them in the examination hall at the time of the examination and / or use of mathematical tables (except those supplied by the Institute for use in the examination hall by the candidates) etc. during the examination. Possession of the above mentioned or like items would be construed as adoption of unfair means. The use of simple calculator is permitted during the course of answering the paper. Scientific calculators, programmable calculators, calculators on mobile devices etc.

are not allowed. However, the Institute does not take any responsibility for providing such calculators. Further, the candidates are forbidden to write their names in the answer script or supplements. **Candidates may carry drinking water bottle for self-use.**

Candidates will be supplied (on request) the HANDBOOK ON FORMULAE AND TABLES FOR EXAMINATION – IC28 / IC81 and IC82 STATISTICAL TABLES in the examination hall while appearing for paper no. 28,81 and 82 respectively.

17. Errors detected in Question Papers:

i. Multiple Choice Questions (100% questions to be attempted)

If 10% or more questions in a paper are declared to be erroneous, the paper would be considered as void and re-examination would be conducted for those candidates who have appeared for that paper. No additional fee for such re-examination will be charged from the candidates.

If the questions declared erroneous are less than 10% of the total number of questions, then the erroneous questions irrespective of the fact whether any candidate attempted those questions or not, will be removed from the total number of questions to be evaluated and the marks scored by the candidate would be proportionately calculated taking the remaining correct questions as 100.

ii. For Descriptive Papers: The question papers will be hosted on the website of Insurance Institute of India (within 7 working days) after conduct of examination. The candidates would be given 10 days time from the date of examination to place their grievances, queries and other comments on the question paper through email / letter. All relevant comments / suggestions / grievances shall be consolidated and placed before subject experts for consideration and guidance to the evaluators. The evaluation will be based on the guidance provided by the experts.

The comments may be forwarded to mail id sbadri@iii.org.in

18. Issuance of Diploma: With the introduction of Credit Points System and start of online examinations for certain subjects, the system of declaring results and issuance of Certificate / Diploma is changed as detailed below.

- a. Results for examination will be declared subject wise. Marks sheet will be issued to candidates after declaring results of all the subjects of that examination.
- b. Certificate / Diploma will be issued only twice a year to the candidates as given below

Qualified during Session	Certificate/Diploma issued in the month
Session 1 (1st January to 30th June)	October
Session 2 (1st July to 31st December)	April

19. Candidates with disabilities:

Insurance Institute of India will try to accommodate the needs of students with disabilities of 40% or more if so desired by the candidates. The disability certificate issued by the competent medical Authority need to be submitted to Insurance institute of India.

- a. III will allow **visually challenged candidates** the assistance of a person who is not connected with Insurance Industry and has no previous knowledge of Insurance. Such candidates need to arrange for a person meeting the above-mentioned criteria to mark the answers. Details of such person (Name, qualification, contact details mobile number, email id etc.) should be informed to III through email to gogia@iii.org.in for approval. Such assisting person should also bring the photo identity with a photocopy of the same to be submitted at the examination centre.

To avoid any inconvenience at the venue of examination such candidates are advised to inform the details of helping person at least **10** working days in advance before the date of the examination, so that the Presiding Officer of the centre may be advised to allow them to appear for the examination.

b. **Physically Challenged (Differently able) Candidates:**

Full details regarding the nature of the disability and how it affects writing the examination must be submitted to Mr. P.N.Gogia, Asstt. Secretary (Exams) at gogia@iii.org.in at least 10 days before the date of examination. Arrangements will be made for the candidate depending on their disability.

20. Miscellaneous:

- a. The Board of Education is of the view that serious punishment should be awarded to candidates who resort to unfair means. Accordingly candidates who do so run the risk of being temporarily or permanently debarred from sitting at further examinations of the Institute by the Board of Education or the Authority empowered in this behalf.
- b. Where the Board of Education has reason to believe that unfair means have been adopted by a number of candidates individually or in concert at any examination centre or there has been mass copying or there has

been leakage of question papers, the Board of Education may cancel the result of all the candidates who appeared at any centre or centres. This may not be specific to the location/ paper/ date/ session directly connected to the malpractice. The decision of the Board of Education in this respect shall be final and binding on the candidates.

- c. The Board of Education or the authority empowered in this behalf shall have the right:
 - (i) To disqualify a candidate who, they have reason to believe has received or given unfair assistance at the examination;
 - (ii) To cancel the result of such candidate in all or any of the papers of the examination at which he may have appeared;
 - (iii) To report his name to his employers/Institutions/Associated Institute.
 - (iv) To take such other action against him as the Board / the Authority in its absolute discretion, deems fit. The decision of the Competent Authority shall be final and binding on the candidates concerned.
- d. The Competent Authority empowered to debar a candidate temporarily or permanently from sitting at further examinations of the Institute or to take any action as provided in clauses (a,b,c) above is the Dy. Chairman, Board of Education.
- e. Any appeal against the decision of the Dy. Chairman Board of Education, can be made to the Board of Education, within three months from date of receipt by the candidate concerned of the communication conveying the decision.

The Chairman, and / or the Deputy Chairman, Board of Education, may from time to time, issue such instructions or directions as may be necessary to give effect to and carry out the provisions of these Regulations and in order to secure effective control over the candidates appearing and/opting to appear for the examination at any centre or centres as the circumstances and nature of the case may require.

NO APPEAL SHALL LIE AGAINST ANY DECISION OF THE BOARD OF EDUCATION.

- 21. **Liability of Insurance Institute of India:** Under any circumstances the liability of the Insurance Institute of India shall be limited to a refund of examination fee paid for the concerned examination.
- 22. **FOR SUBJECTS 01, 02, 11, 14, 22, 23, 24, 26, 27, 28, 45, 46, 47/A-01, 57, 67, 71, 72, 74, 77, 78, 85, 86, 92 and 99 THERE WILL BE NO OFFLINE (PEN & PAPER) EXAMINATION AT THE CENTRES WHERE ONLINE EXAMINATIONS ARE BEING CONDUCTED.**

List of Online centres is available on our website.

23. **Alterations to Syllabus and Regulations:** The Board of Education reserves the right to alter, amend or revoke from time to time, the time-table, syllabus and rules providing for all matters relating to the examinations and the fees payable by candidates.
24. All communications about these Regulations should be addressed to

**The Secretary-General,
Insurance Institute of India,
Plot No.C-46, G-Block,
Bandra- Kurla Complex,
Bandra (E), Mumbai – 400 051.**



3. PROFESSIONAL EXAMINATIONS

1. **Scheme of Study:** The structure of courses for various levels of examination is shown under the heading **STRUCTURE OF QUALIFYING EXAMINATIONS** in this Handbook.
 - (a) **LICENTIATE EXAMINATION:** This is essentially an introductory course dealing with the Principles of Insurance and Practice of Insurance (Life and Non-Life).
 - (b) **ASSOCIATESHIP EXAMINATION:** At this level, students may have option to choose subjects either Life or Non-Life or both combined. The scheme of study provides knowledge of chosen subject. However, candidates will have to get familiar with the practical aspects related to these subjects.
 - (c) **FELLOWSHIP EXAMINATION:** This is the highest level and involves advanced studies of specified areas.
 - (d) **CERTIFICATE COURSE ON FOUNDATIONS OF CASUALTY ACTUARIAL SCIENCE:** This course deals with the basic fundamentals of General Insurance Actuarial techniques for scientific determination of premium rates.
 - (e) **SPECIALIZED DIPLOMA ON MARINE INSURANCE:** This deals with Marine Coverages, underwriting, rating and claim aspects.
 - (f) **SPECIALIZED DIPLOMA ON FIRE INSURANCE:** This deals with Fire Coverages, Fire rating and Underwriting and Claim aspects of Fire Insurance.
 - (g) **SPECIALIZED DIPLOMA ON CASUALTY ACTUARIAL SCIENCE:** This specialized course deals with **Basic Ratemaking and Estimating Unpaid Claims Using Basic Techniques.**
 - (h) **CERTIFICATE PROGRAMME IN ADVANCED INSURANCE MARKETING (CPAIM):** This is an advanced course to provide knowledge and understanding of Insurance Domain and the Marketing Function applicable to insurance. Details of CPAIM are given under specialized diploma heading.
 - (i) **SPECIALIZED DIPLOMA ON HEALTH INSURANCE:** This is a specialized diploma course introduced in Health Insurance. Examination will be conducted only through On-line mode. This deals with **Basics of Health Insurance, Health Insurance Claims and Health Insurance Operations.**
 - (j) **DIPLOMA IN LIFE INSURANCE UNDERWRITING (w.e.f. November 2014) :** This is a diploma course introduced to provide

knowledge and understanding of Life Insurance Underwriting. Examinations will be conducted through online mode from November 2014. This course contains Principles of Insurance, Practice of Life Insurance, Life Assurance Underwriting, Legal and Regulatory aspects for life underwriters and Fundamental of Medical Underwriting.

The Study material provides only the basic knowledge relating to the subject. Students will have to understand how the concepts in study courses will apply in practical situation. They are also expected to be well aware of current developments in industry.

2. Eligibility:

- (a) A candidate will be eligible to appear for the Professional examination if he has,
- Successfully completed Matriculation, S.S.L.C., S.S.C. or any equivalent examination;
- OR**
- Has worked with an insurer either in the field or in the office, for a period of at least three years prior to the date of registration.
- (b) For CPAIM minimum qualification is Graduates in any stream or Associate (AIII) or Fellow (FIII).

3. Pattern of Questions:

The questions for papers 01, 02, 11, 14, 22, 23, 24, 26, 27, 28, 45, 46, 47/ A-01, 57, 67, 71, 72, 74, 77, 78, 85, 86, 92, 99, Health Insurance, CPAIM and Diploma in Life Insurance Underwriting papers will be objective (MCQ) in nature and will consist of multiple choice questions. The examination will be of two hours duration and will be conducted as per the revised syllabus.

For other papers, the questions will be subjective. Problems and case studies may also be given for analysis. For specialized Diploma the question papers (other than Health Insurance, CPAIM & Diploma in Life Insurance Underwriting) will be subjective. **The examination will be of three hours duration.**

Question papers of all examination will be collected back from the candidates. Candidates are expected to attach the question papers along with the Answer-books. Question papers of descriptive type (other than objective type) will be available on III website after the examination is over.

The questions will not necessarily be asked from the study material only.

4. ONLINE EXAMINATIONS:

Online examination for Papers **01, 02, 11, 14, 22, 23, 24, 26, 27, 28, 45, 46, 47/A-01, 57, 67, 71, 72, 74, 77, 78, 85, 86, 92, 99** & papers of CPAIM, **Specialized Diploma on Health Insurance, Diploma in Life Insurance Underwriting** are conducted in **India** at major cities. **Candidates can select the date and time of examination of their convenience. At present On-line examination are being conducted only in English, however efforts are being made to conduct in Hindi also. Examination of Papers 01, 02, 11 and 14 will continue in Hindi and English.**

After successful enrollment for the examination, the candidates have to book the system/slot through their login ID (ONLINE).

The dates for system / slot booking will be announced on website. Slot will be booked on first come first serve basis. If slot / seat is not available at particular centre, candidate has to choose another centre for the examination.

The date of examination & centre selected and booked once can't be changed under any circumstances. Therefore while booking slots candidates are advised to book their slots/ centre, date and timing of examination carefully.

Similarly no refund or adjustment of Registration fees, Examination fees or any other fees is permitted under any circumstances. If candidate is failed to book the slot / slots (i.e. date / time and centre), in no circumstances his on-line exam Registration / Enrollment fees, neither be refunded nor be adjusted for future examination.

Hall Ticket for ONLINE Examination: The candidates have to download the Hall Ticket and present the same at examination venue in the prescribed manner.

The candidates can see their score of marks immediately after the examination is over. However formal result will be declared and communicated to the candidates after the examination process is over.

All queries related to online examination may be sent to onlineexam@iii.org.in

5. Optional Use of Hindi: (Off line Examinations)

- (a) The Question papers of Papers No. 01, 02, 11, 14, 22, 23, 24, 26, 27, 45, 46, 56, 57, 58, 59, 66, 67, 68, 69, 71, 72, 74, 77 and 78 will be set bilingually i.e. in Hindi and English.
- (b) Question papers of 28, 47/A-1, 81, 82, 83, 84/A-2, 85, 86, 88, 89, 90, 92, 99, A-3 and A-4 will be provided in English only. However, the candidates appearing for Papers **83, 88, 89, 90** will have the option

to answer in Hindi or English. **Candidates will not be permitted to answer papers partly in Hindi and partly in English.**

6. CIS Examination has been discontinued from Nov.2013. Eligible candidates may appear now for CPAIM examination.

Note: Candidates should state the medium of answering the papers while filling up the Entry form and on the answer book. The Registration number should be written in English only. Candidate will not be permitted to answer partly in one language and partly in another language. Such answerbooks will not be evaluated.



4. IMPORTANT INFORMATION ABOUT EXAMINATION

1. The syllabus in the study courses is indicative and not exhaustive. Candidates are expected to know up-to-date developments in the insurance industry. Further, it is desirable for candidates to refer to other books and magazines, recommended for reading to enable them to have better result in their examination.
2. Some of III course materials and question papers are available in multiple Indian Languages. Candidates are allowed to write their answers for a few papers in some Indian languages. Please refer “Table of Languages” for more details.
3. Candidate should write the entire paper in one language i.e. papers answered partly in one language and partly in other language shall not be evaluated.
4. Registration numbers shall be written in International Numerical only.
5. Printing of photograph of candidate on Examination Hall Ticket has been made compulsory from October / November 2013 examination. The photograph available in the profile of candidate will be printed on hall ticket. Before enrolling for any subject candidates should ensure that their photograph is available in the profile.
6. Since it is a continuous process to update and to revise the study courses time to time, candidates are advised to refer the syllabus given on the website.

The candidates should produce a valid identity card issued by a Government Authority having the photograph and signature of the candidate for getting entry to the Examination Hall.

Acceptable Identity proofs include:

- (a) Passport
- (b) Driving License
- (c) Pan Card (for Indian Candidates only)
- (d) Voter ID Card (for Indian Candidates only)
- (e) Aadhaar Card (for Indian Candidates only)
- (f) Identity card issued by Employer
- (g) In case of students, identity card issued by college / university.

In case of (f) and (g), the Identity card should have photograph, signature of candidate and stamped by concern College / University.

5. PRE- LICENSING TEST FOR INSURANCE SURVEYORS

1. The IRDA has authorized the Institute to conduct Pre-licensing test for Insurance Surveyors, as required by the IRDA regulations.
2. Detailed information regarding eligibility, syllabus, enrollment, examination fees, dates etc., is posted on the Institute's website as well as on the IRDA's website www.irda.gov.in
3. This examination will be conducted along with the offline examinations of the Institute in India i.e. twice a year in the month of April / May & October / November.
4. Persons enrolled with the IRDA as trainee surveyors, who have undergone the prescribed practical training and have submitted their quarterly training reports as per the norms to the IRDA, are eligible to appear in the pre-licensing test for insurance surveyors.

Candidates can register and make payment for Surveyor Examination / Papers through online option available on III Website. For more details please refer to **Help Desk** menu on website.

Candidate also have option to send forms directly to III. Candidates are advised to download the entry form from website and forward the same duly filled in all respects, alongwith enclosures/demand draft for fee as prescribed by IRDA so as to reach III on or before the closing date declared by IRDA. III will not accept any incomplete form or the forms received after the closing date.

5. Pre-licensing test for Insurance Surveyors will be conducted in the following subjects:

Section	Sub.No.	Title and Branch	Suggested Reading
Section I	S-01	Principles and Practice of General Insurance and Insurance Surveys	-----
	S-02	Fire Insurance	IC 56, IC 58, IC 59
Section II	S-03	Marine Cargo	IC 66, IC 68, IC 69
	S-04	Marine Hull	IC 67
	S-05	Engineering Insurance	IC 77
	S-06	Motor Insurance	IC 72
	S-07	Miscellaneous Insurance	IC 78
	S-08	Loss of Profits	IC 57

The examination is conducted both in Hindi & English. Study courses for the above subjects can be purchased online. The cost of the study course for subject S-01 i.e. (IC S-01) is Rs.350/-. It is available in English only. For details please see the **PRICE LIST OF STUDY COURSES** given on website www.insuranceinstituteofindia.com. Regarding other subjects, candidates are welcome to refer the books published by III on the relevant subjects.

6. ON-LINE REGISTRATION / ENROLLMENT

Candidate seeking admission to any of our professional examination can register/enroll through our website.

Already Registered candidates **need not create their profile**. They need to create account and map their existing profile available on website. For detailed procedure please refer to “**Help Manual for Already Registered Candidates**” available under Help Desk menu on website. They should check their profile online and keep it updated particularly for any changes in address for correspondence, Mobile No. and email id.

New Candidate should **CREATE THEIR PROFILE** and pay non-refundable Registration fee to get Registration Number for enrollment of papers for appearing the examinations. For detailed procedure please refer to “**Help Manual for New Candidates**” available under **Help Desk** menu on website.

Candidates can perform below mentioned activities at their own using Login;

New registration
Enrollment for Papers
Change of correspondence address
Change of email id , Land Line Phone / Mobile Phone number
View and Change of Enrolled Papers
Change of Centre for Examination
View and Change Language selected for examination
View and Print Hall Ticket
View and Print Result
View Diploma Details
Apply for Retotaling / Revaluation of papers.
View Passed Papers Details
View Accumulated Credit Points
View Payment Transactions
Photo Upload
Download Hallticket
Slot Booking - Online Examination
CPAIM paper enrollment
Change Associated (Local) Institute

At present candidates can make payments to Insurance Institute of India online, real-time using the Online Payment Gateway. Candidates can use Visa, Master Card, Online Net Banking options with over 40 Banks. Online enrollment shall remain active till the last date mentioned for this purpose.

Steps to be followed while registering for the first time for the examination (New Candidates):

- I. **Create a new account (Login Id) on our website.**
 - (a) Note down login details.

- (b) Sign in (Login) with login id and password.
 - (c) Click on profile and fill up details.
 - (d) Note down Candidate id, generated by the system.
 - (e) Click on Registration and pay fee online.
 - (f) Detailed Help is available on Home Page under Help Desk Menu.
- II. Candidate will receive Auto mail on email id & SMS on mobile number given in the profile. In case, you do not receive mail / SMS, please check the details of Transactions / Registration / Paper Enrollment using options available under Exam Registration Menu. For other queries, please mail at mrm@iii.org.in mentioning your Candidate id, Registration No. and Transaction Details.
- III. Registration shall be deemed valid only in case of successful receipt of payment by III. Due to technical reason, there are chances of not receiving payment at III even though payment is deducted from candidates Debit Card, Credit Card, Bank Account. In such cases, the amount will be refunded automatically. Candidates are requested to register / enroll again and confirm the same using options available under Exam Registration Menu. For other queries, please mail at mrm@iii.org.in mentioning Candidate id, Registration No. and Transaction Details.
- IV. Please mention Candidate id, Registration No., Transaction ID as a reference while entering into any kind of pre - examination correspondence with the Institute.
- V. Candidate should update name properly as it will be printed on all the Marksheets and Certificates. In case of any changes in Name, Date of Birth, candidate should submit the requisite documents to the Institute to effect any change of name in our records as the name correction will not be effected in absence of valid proof.

Candidates are advised to check their details thoroughly before making any ONLINE PAYMENT through the portal.

In Case of Double Payment of Fees, you are requested to follow the procedure for refund given below:

- I. Candidate will have to contact Members Relationship Management (MRM) department of Insurance Institute of India at mrm@iii.org.in and provide Candidate id, Registration No. and Transaction details.
- II. Insurance Institute of India will confirm the transaction details of candidate and duplicate payment received.
- III. In case of duplicate payment, refund advice will be forwarded to Payment Gateway. Only fees amount will be refunded, Service Tax paid to the Government will not be refunded.
- IV. Amount will be credited to the Candidate's account from which the payment is made.

7. CREDIT POINT SYSTEM OF EXAMINATION

From May 2012, the CREDIT POINT SYSTEM (CPS) has been introduced.

1. The name and codes of existing subjects remain unchanged.
2. Each subject of study is assigned credit points as given in Annexure. The credit points are assigned, keeping in view, the level of examination and the difficulty level of the subject.
3. The above system will allow flexibility to the candidates to choose subjects of his/her choice from the available subjects and accumulate credit points.
4. However, certain subjects will be compulsory i.e. if the candidate does not pass the compulsory subjects, in spite of accumulating credit points, he/she will not be granted Licentiate Certificate, Associateship and /or Fellowship Diploma.
5. Following are the **minimum** credit points to be accumulated by a candidate for passing the Examinations.

Licentiate Certificate - 60 credit points

Associateship Diploma - 250 credit points (including the credit points at Licentiate level credit points).

Fellowship Diploma - 490 credit points (including the credit points at Licentiate and Associateship levels credit points).

The compulsory subjects are as given below:

At **Licentiate Examination** –

1. Principles of Insurance (IC 01)

AND

2. (a) Practice of Life Insurance (IC02) **OR** (b) Practice of General Insurance (IC11)

(i.e. two compulsory subjects at Licentiate Level)

At **Associateship Examination** –

In addition to above two subjects,

1. (a) Life Insurance Underwriting (IC22) **OR** (b) General Insurance Underwriting (IC 45)

AND

2. (a) Life Insurance Finance (IC26) **OR** (b) General Insurance Accounts preparation & Regulation of Investment (IC 46)

(i.e. two compulsory subjects at Associateship Level)

At Fellowship Examination

In addition to above 4 compulsory subjects i.e. (Two at Licentiate and Two at Associateship Level) one Actuarial Subject (i.e. any one paper from Subjects No. 28/ 47/(A-01)/ 81 / 84 / 92) is compulsory for fellowship.

Validity of Credit points:

- i. The credit point validity for passed paper will remain for a period of 5 years from date of passing the paper. Credit points of subjects passed prior to May-12 will be valid upto May-17.
- ii. Candidate who have completed Associateship qualification will have permanent 250 credits point (Including exempted candidates).
- iii. Candidates appearing for fellowship examination have to complete within a period of 7 years from passing first paper after completing Associateship qualification. i.e. the credit point of Fellowship Subject will remain valid for a period of 7 years from passing the subject.
- iv. Credits will be granted to the candidates on the basis of their qualification from other educational institutions only if, they apply & register for I.I.I. examination within 5 years from passing their qualifying examination.

Credit Points for current Subjects/Papers

Subject Code & Title	Credit Points
(01) Principles of Insurance	20
(02) Practice of Life Insurance	20
(11) Practice of General Insurance	20
(14) Regulation of Insurance Business	20
(22) Life Insurance Underwriting	30
(23) Application of Life Assurance	30
(24) Legal Aspects of Life Assurance	30
(26) Life Insurance Finance	30
(27) Health Insurance	30
(28) Foundation of Actuarial Science	40
(35) Basics of Health Insurance	30
(36) Health Insurance Claims	30
(37) Health Insurance Operations	30
(45) General Insurance Underwriting	30
(46) General Insurance Accounts and Regulation of Investment	30
(47 / A-1) Foundation of Casualty Actuarial Science Part – I	40
(56) Fire Insurance Claims	30
(57) Fire and Consequential Loss Insurance	30

(58) Fire Insurance Coverage's	30
(59) Fire Insurance Rating and Underwriting	30
(66) Marine Insurance Claims	30
(67) Marine Insurance	30
(68) Marine Insurance Coverage's	30
(69) Marine Insurance Rating and Underwriting	30
(71) Agriculture Insurance	30
(72) Motor Insurance	30
(74) Liability Insurance	30
(77) Engineering Insurance	30
(78) Miscellaneous Insurance	30
(81) Mathematical Basis of Life Assurance	40
(82) Statistics	40
(83) Group Insurance & Retirement Benefit Scheme	30
(84 / A-2) Foundation of Casualty Actuarial Science Part –II	40
(85) Reinsurance Management	40
(86) Risk Management	40
(88) Marketing and Public Relations	30
(89) Management Accounting	40
(90) Human Resources Management	30
(92) Actuarial Aspects of Product Development	40
(99) Asset Management	30

CREDIT POINTS AVAILABLE FOR WITHDRAWN SUBJECTS/PAPERS

Subject Code & Title	Credit Points
(12) Insurance Business environment	20
(21) Information Technology	20
(25) Life Insurance Administration	30
(51) Specific Fire Hazards	30
(52) General Fire Hazards	30
(54) Fire Insurance Underwriting	30
(55) Consequential Loss (Fire) Insurance	30
(61) Cargo Loss Prevention	30
(62) Commercial Geography	30
(63) Marine Clauses	30
(65) Marine Insurance Underwriting	30
(73) Personal Accident , Sickness and Miscellaneous Insurance	30
(79) Liability and Engineering Insurance	30
(87) Law and Economics	30
(97) Legal Aspects of Industrial Relations	30
(98) Advanced Information Technology	30

Credit points are not available for any other old and withdrawn subject i.e. subjects like IC 53, IC 64, IC 75, IC 76 to the candidates who could not pass Associateship examination up till May 2012.

Candidates who have passed paper no. 10 previously at licentiate level, will not be allowed to appear paper no.01.

Please note that there is no restriction on the candidates who have passed paper no. 12 for appearing in paper no.14. However accumulation of credit point will be allowed either for paper no.12 or 14 and not both. i.e. candidate will get only 20 credit points for accumulation. Candidates may appear in paper no.14 for enhancing their knowledge.

For the purpose of Associate and Fellowship Diploma a candidate shall get maximum 80 credit points for passing the Paper 01 and 10 (20), paper 02 (20), Paper 11 (20) and Paper 12 and 14 (20).



8. STRUCTURE FOR QUALIFYING EXAMINATIONS

Licentiate: 60 Credit Points

Compulsory subject for Licentiate	
1	IC 01 Principles of Insurance
2	IC 02 Practice of Life Insurance
	OR
	IC 11 Practice of General Insurance

Associate 190 Credits + Licentiate 60 Credits = Total 250 Credit points.

Compulsory subject for Associateship	
1	IC 22 Life Assurance Underwriting
	OR
	IC 45 General Insurance Underwriting
2	IC 26 Life Assurance Finance
	OR
	IC 46 General Insurance Accounts and Regulation of Investment

Fellow 240 Credits + Associate 190 Credits + Licentiate 60 Credits = Total 490 Credite Points.

Compulsory one subject for Fellowship (any one from following papers)	
IC 28 Foundation of Actuarial Science	
IC 47 Foundation of Casualty Actuarial Science Part – I	
IC 81 Mathematical Basis of Life Assurance	
IC 84 Foundation of Casualty Actuarial Science Part –II	
IC 92 Actuarial Aspects of Product Development	

9. CREDITS FOR PRIOR LEARNING IN PROFESSIONAL EXAMINATIONS

Credits for prior learning are available to candidates in the professional examinations subject to fulfillment of certain conditions. The details are as under:

1. **Credits for prior learning in Licentiate Examination (Subjects 02 / 11):**

Candidates who have passed the CIS Examination in Life Branch will get credit in Licentiate Examination in Paper No.02 - Practice of Life Assurance and candidates who have passed CIS Examination in General Branch will get credit in Licentiate examination in Paper No.11 - Practice of General Insurance.

Such candidates will have to appear in one compulsory papers i.e. Paper No.01 - Principles of Insurance and one more subject to acquire minimum 60 credit points to clear licentiate. No exemption fees are to be paid but the candidates will have to **pay enrollment fees** along with the **EXEMPTION FORM FOR LICENTIATE EXAMINATION** duly filled in.

2. **Credits for prior learning for Licentiate Examination:**

(i) The credits for prior learning for Licentiate examination will be available to the following candidates:

- (a) Insurance Graduates of **Gandhigram University, Tamilnadu.**
- (b) Total credit will be 60 points.

(ii) **Terms and conditions to get credits for prior learning for Licentiate:**

- (a) Minimum 50% of marks in each subject in their **First** attempt.
- (b) University will certify about pass in first attempt by issuing a certificate.
- (c) Certified Xerox copy of mark sheet to be enclosed alongwith the Examination Application Form for Associateship with a covering letter for claiming exemption from entire Licentiate Examination.
- (d) Remit Rs.1500/- (covering 3 subjects) towards Exemption fee. Besides enroll as a member of the Local Insurance Institute or include Rs.700/- towards Registration Fees on/or before 16th July for October / November Examination and 11th February for May Examination.
- (e) Pay the Examination fee of Rs.500/- per subject for Associateship + Rs.700/- towards Registration fee.

Candidates should forward to I.I.I. directly the Examination Entry form along with all requirements and fee by Demand

Draft favoring “Insurance Institute of India, Mumbai”, payable at Mumbai. The candidates who are not able to submit the form within the normal due date should include late fee as per rule applicable. However, no forms will be entertained after the closing date with **late fee. The candidates who get exemption as per the above qualifications, will not be allowed to appear Papers 01, 02/11 and 14 and will be allotted maximum 60 credits.**

Subject wise Credit Points will be granted to the candidates on the basis of their qualifications from above educational institutions, only if they apply and register for Institute examination before 5 years from passing their qualifying examination.

3. Credits for prior learning qualifications awarded by Institute of Chartered Accountants of India (ICAI).

- i) Associates and Fellows of the **Institute of Chartered Accountants of India (ICAI)** will get 100 credit points and will have to **PASS following** compulsory subjects, 01- Principles of Insurance, 02 - Practice of Life Insurance or 11 - Practice of General Insurance, 22 - Life Assurance Underwriting or 45 - General Insurance Underwriting. They can select other papers to accumulate the required 250 credit points to get the Associateship Diploma of III.
- ii) Associates and Fellows of ICAI **will not** be given credit for i) 26 - Life Insurance Finance, ii) 46 - General Insurance Accounts and Regulation of Investment, iii) 89 - Management Accounts and iv) 99- Assets Management even if they pass in the III Examination.

However they will be deemed to have passed i) 26 - Life Insurance Finance and ii) 46 - General Insurance Accounts and Regulation of Investment for the purpose of satisfying compulsory subject condition.

- iii) Fee will be Rs.700/-as Fresh Registration +Exemption fees for 3 papers i.e. $500 \times 3 = 1500/-$ + Exam fees @ Rs.500/- per subject. Registration fee for Associateship and Fellowship will be applicable while applying for Compulsory papers of respective examinations.
- iv) Associates and Fellows of the **Institute of Chartered Accountants of India (ICAI)** possessing **Diploma in Insurance Risk Management (DIRM)** qualification conducted by **Institute of Chartered Accountants of India** will get 180 Credit Points for prior learning and will have to **PASS** Subject No. 22 Life Assurance Underwriting or Subject No.45 General Insurance Underwriting along with other papers to get Associateship Diploma.
- v) Diploma holders of DIRM of ICAI **will not** get credits for the Papers

i) 01- Principles of Insurance, ii) 02- Practice of Life Insurance, iii) 11- Practice of General Insurance, iv) 26- Life Assurance Finance, v) 46- General Insurance Accounts and Regulation of Investment, vi) 82- Statistics, vii) 89- Management Accounting and viii) 99- Asset Management even if they appear in the III Examination.

However they will be **deemed to have passed** i) 01- Principles of Insurance, ii) 02- Practice of Life Insurance, iii) 11- Practice of General Insurance, iv) 26- Life Assurance Finance, v) 46- General Insurance Accounts and Regulation of Investment for the purpose of satisfying the condition of compulsory subjects.

- vi) Fees will be applicable, Rs.700/-as Fresh Registration +Exemption fees for 6 papers i.e. $500 \times 6 = 3000/-$ +Rs. 700/-Registration Fees for Associateship + Exam fees @ Rs.500/- per subject. Registration fees and Examination fees for Fellowship will be applicable while applying for compulsory paper of Fellowship.

Service Tax to be added to fee wherever applicable.

Terms and Conditions for Claiming Credits: (Both (i) and (iv)) above.

- i) The candidates will have to produce True Copy (**Attestation by respective examination bodies**) of Certificate of having acquired the diploma and Degree qualification from respective examination bodies along with exemption application.
- ii) The candidate will be required to pay the registration fees, exemption fees and other charges as may be payable by them as per the rules of the Institute in force from time to time. The detail of fees is given in the Table of Fees.
- iii) Attested photo copy of mark sheet is to be enclosed with the examination entry form duly filled in along with a covering letter for claiming exemption from the respective subjects and should be **submitted through respective Institution.**

3. Subject wise credits for prior learning for Professional Examination.

Looking to the significant progress and development in Insurance Industry and the dearth of technically qualified personnel in insurance industry, in addition to the above qualifications the Insurance Institute of India has considered to grant **Subject wise credits for prior learning** to the candidates who have acquired MBA and Post Graduate diploma and degree qualifications from following Educational Institutions.

- a. Candidates who pass PGDM programme in insurance, of two years duration conducted by **National Insurance Academy, Pune will get 220 Credit Points** and will have to **PASS one compulsory subject**

(from Sub. No. 22 & 45) at Associateship level to get Associateship Qualification and such candidates will not be allowed to appear for Papers 01, 02, 14, 23, 26, 27, 28, 57, 67, 72, 74, 77, 78, 83, 85, 86, 88 and 90 of Institute curriculum to accumulate further credit points.

- b. Candidates who pass International Post Graduate Diploma in Life, General Insurance and Risk management programme of **Institute of Insurance and Risk Management (IIRM)**, Hyderabad **will get 220 Credit Points** and will have to **PASS one compulsory subject** (from Sub. No.26 & 46) at Associateship level to get Associateship Qualification and such candidates will not be allowed to appear for Papers 01, 02, 11, 14, 22, 23, 24, 57, 67, 72, 74, 78, 85, 86 and 88 of Institute curriculum to accumulate further credit points.
- c. Candidates who have passed MBA in insurance programme of two years or Post Graduate Diploma program of one year in insurance or MBA in Insurance and Banking programme of Two Years Course conducted by **Amity School of Insurance and Actuarial Science**, Noida (U.P.) **will get 220 Credit Points** and will have to **PASS one compulsory subject** (from Sub. No.22 & 45) at Associateship level to get Associateship Qualification and such candidates will not be allowed to appear for Papers 01, 02, 11, 14, 26, 27, 46, 57, 67, 72, 74, 77, 78, 83, 85 and 86 of Institute curriculum to accumulate further credit points.
- d. Candidates who have passed PGeMBA two years in Banking and Insurance diploma course conducted by **Mumbai Educational Trust (MET)**, Mumbai **will get 220 Credit Points** and will have to **PASS one compulsory subject** (from Sub. No.45 & 46) at Associateship level to get Associateship Qualification and such candidates will not be allowed to appear for Papers 01, 02, 11, 14, 22, 24, 26, 57, 67, 72, 74, 77, 78, 85, 86, 89 and 90 to accumulate further credit points.
- e. Candidates who have passed Post Graduate full time MBA Degree in Insurance conducted by **National Law University**, Jodhpur or **MS Insurance** one year full time residential Degree course for 'Engineering Graduates' from **National Law University**, Jodhpur **will get 220 Credit Points** and will have to **PASS one subject** (from Sub. No. 22 & 26 & 46) at Associateship level to get Associateship Qualification and MBA Candidate will not allowed to appear for Papers 01, 02, 11, 14, 45, 57, 67, 72, 74, 77, 78, 83, 85 and 86 of Institute curriculum and MS (Insurance) candidate will not allowed to appear in papers 01, 11, 14, 45, 57, 67, 72, 74, 77, 78, 85 and 86 of Institute curriculum to accumulate further credit points.
- f. Candidates who have passed **Post Graduate Diploma in Management (Insurance Business) Programme** of two years duration in

insurance conducted by **Birla Institute of Management Technology (BIMTECH)**, Greater Noida (U.P.) **will get 220 Credit Points** and will have to **PASS one subject** (from Sub. No.45 & 46) for Associateship level to get Associateship Qualification and will not be allowed to appear for papers 01, 02, 11, 14, 22, 26, 28, 47, 57, 67, 71, 72, 74, 77, 78, 83, 85, 86 and 88 of Institute curriculum to accumulate further credit points.

- g. Candidates who have passed **Master of Finance Management (Risk and Insurance)** two years degree course from **Banaras Hindu University will get 220 Credit Points** and will have to **PASS any one subject** (from Sub. No.22 & 45) at Associateship level to get Associateship Qualification and will not be allowed to appear for Papers 01, 02, 11, 14, 26, 28, 46, 57, 67, 72, 78, 83 and 90 of Institute curriculum to accumulate further credit points.
- h. Candidates who have passed **MBA-IFS (Two Years Degree Course)** from **Central University of Himanchal Pradesh, Dharamshala (CUHPD)** **get 220 Credit Points** and will have to **PASS any one subject** (from Sub. No.22 & 45) at Associateship level to get Associateship Qualification. Candidates passed from CUHPD will not be allowed to appear for Papers 01, 02, 11, 14, 26, 46, 88, 89 and 90 of Institute curriculum to accumulate further credit points.
- i. Candidates who have passed **MBA- Insurance Management (Two Years Full time Degree Course)** from **Pondicherry University will get 190 Credit Points** and will have to **PASS one Compulsory subject** (from Sub. No.22 & 45) and accumulate total 250 Credit Points to get Associateship Qualification. Candidates passed **MBA (Insurance Management)** from **Pondicherry University will not be** allowed to appear for Papers 01, 02, 11, 14, 24, 46, 57, 67, 78, 85 and 90 of Institute curriculum to accumulate further credit points.
- j. Candidates who have passed Associateship Diploma in insurance from **Bangladesh Insurance Academy will get 190 Credit Points** and will have to **PASS one Compulsory subject** (from Sub. No.22 & 45) at Associateship level and accumulate 250 credits to get Associateship Qualification of Insurance Institute of India. Candidates passed from **Bangladesh Insurance Academy will not be** allowed to appear for Papers 01, 02, 14, 26, 28, 57, 67, 74 and 77 of Insurance Institute of India curriculum to accumulate further credit points.

Terms and Conditions for Claiming above Credits:

- i. Candidates should have passed the above examinations with a minimum of 50% marks in each subject in their first attempt. They will have to produce true copy of certificate of having acquired the diploma and Degree qualification **from respective examination bodies** along with

the examination entry form.

- ii. The candidate will be required to pay the registration fees, exemption fees and such other charges as may be payable by them as per the rules of the Institute in force from time to time. The detail of fees is given in the **TABLE OF FEES**.
- iii. Attested photo copy of mark sheet is to be enclosed with the examination entry form duly filled in along with a covering letter for claiming exemption from the respective subjects and should be submitted **through respective Institution.**

Fees will be applicable to candidates granted Credits Points 220 : Rs.700/-as Fresh Registration Fee +Exemption fees Rs.4000/- + Rs. 700/- Registration Fees for Associateship + Exam fees @ Rs.500/- per subject. Registration fees and Examination fees for Fellowship will be applicable while applying for compulsory paper of Fellowship.

Fees will be applicable to candidates granted Credits Points 190 : Rs.700/-as Fresh Registration Fee +Exemption fees Rs.3500/- + Rs. 700/- Registration Fees for Associateship + Exam fees @ Rs.500/- per subject. Registration fees and Examination fees for Fellowship will be applicable while applying for compulsory paper of Fellowship.

Subject wise Credit Points will be granted to the candidates on the basis of their qualifications from above educational institutions, only if they apply and register for I.I.I. examination within 5 years from passing their qualifying examination.

Fees mentioned above are applicable to candidates appearing for examination at Indian Centres. For overseas and other centre's different fees structure is applicable.

Service Tax to be added to the fees wherever applicable.

Important Information:

For the candidates granted Full exemption upto Associateship level.

Candidates who have been granted full exemption as well as credits points upto Associateship level on the basis of their prior learning, will have to essentially pass one actuarial subject and accumulate 240 credits with following subjects, to qualify the fellowship examination. These subjects are 28*, 47*, 81*, 82, 83, 84*, 85, 86, 88, 89, 90, 92* and 99.*

However, for enhancing their knowledge, candidates can also appear for other papers as per their choice, which will have no bearing on credit accumulation for qualifying Fellowship Examination.

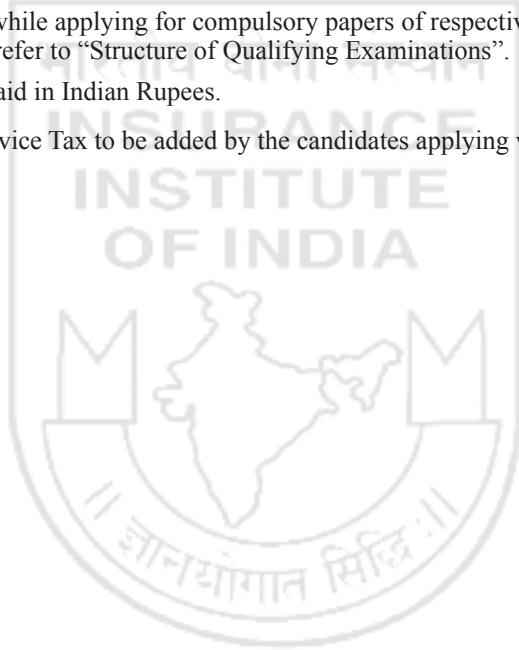
Fee Structure to claim Credit Points / Exemption for prior learning.

To Claim	1st Registration Fees	Exemption Fees	2nd Registration Fees *	Paper Enrollment Fees (Per Subject)	3rd Registration Fees *
60 CP's	700	1500	700	500	600
100 CP's	700	1500	700	500	600
180 CP's	700	3000	700	500	600
190 CP's	700	3500	700	500	600
220 CP's	700	4000	700	500	600

* Applicable while applying for compulsory papers of respective examination. For details, refer to “Structure of Qualifying Examinations”.

Fees to be paid in Indian Rupees.

12.36 % Service Tax to be added by the candidates applying within India.



10. DIPLOMA – ASSOCIATESHIP & FELLOWSHIP

1. With effect from October / November, 2010 professional examinations, the registration fees as given in the TABLE OF FEES is compulsory to be paid by the candidates while enrolling first time for compulsory subject of Associateship or Fellowship examination. **No separate fee for Diploma and commutation of Membership and election is required** to be paid on passing the above Examination.

After the candidates pass the Associateship / Fellowship examination, they should submit Associate / Fellow Election Form directly to Insurance Institute of India Mumbai. The form is available on website under Examination - Diploma Menu.

Diploma/Certificate will be issued in two sessions. i.e. candidates who pass examination during 1st January to 30th June (1st Session) will get diploma/certificate in October, and candidates who pass examination during 1st July to 31st December (2nd Session) will get Diploma/Certificate in April.

2. **Duplicate Diploma:** The candidates requiring duplicate diploma will have to pay fees as given in the **TABLE OF FEES**, through Online Payment option available on website under Examination - Diploma Menu.
3. The candidates who have passed the Associateship and Fellowship examination prior to October / November, 2010 examination and who have not commuted the diploma so far will have to fill the necessary election form available on our website and pay the requisite fees as given in the **TABLE OF FEES for ASSOCIATESHIP / FELLOWSHIP DIPLOMA (OLD)**.
4. **Admission of Fellows and Associates of Chartered Insurance Institute, Institute and Faculty of Actuaries and Institute of Actuaries of India:** The Insurance Institute of India admits Fellows and Associates of the Chartered Insurance Institute, Institute and Faculty of Actuaries and Institute of Actuaries of India as its Fellows / Associates.

Such Fellows and Associates should have at least 10 years and 7 years standing in the profession respectively and their membership in their respective professional bodies should be in force at the time of applying for election. Further queries may be addressed at the following email ids govekar@iii.org.in, rathaur@iii.org.in.

Intending members should apply to the Institute in the prescribed election form available on website under Examination - Diploma Menu, together with the requisite fee.

The application should be accompanied by:

- a. Election form duly completed with the requisite fee.
- b. Particulars of membership of the C.I.I., Institute and Faculty of Actuaries, Institute of Actuaries of India as the case may be.
- c. Necessary proof to the effect that applicant is a member of respective Institute.
- d. A declaration to the effect that the applicant possesses the required number of years standing in the profession.
- e. Copies of Diploma / Mark sheet submitted must be **duly attested by the certifying Institute.**



11. SPECIALIZED DIPLOMA

A) Specialized Diploma course on Marine Branch

P. No.	Title
IC01	Principles of Insurance
IC11	Practice of General Insurance
IC66	Marine Insurance Claims
IC68	Marine Insurance Coverages
IC69	Marine Rating & Underwriting

Registration is essential for fresher. If a candidate is already registered for professional examination registration fees is not chargeable.

Candidates having passed Licentiate, Associateship and Fellowship in Life branch after year 1999 will also get credit for prior learning in Paper No.01.

Candidate passed Licentiate in in Non-life branch will get credits for prior learning in Paper No.01 and Paper No.11

B) Specialized Diploma course on Fire Branch

P. No.	Title
IC01	Principles of Insurance
IC11	Practice of General Insurance
IC56	Fire Insurance Claims
IC58	Fire Insurance Coverage's
IC59	Fire Rating & Underwriting

Registration is essential for fresher. If a candidate is already registered for professional examination registration fees is not chargeable.

Candidates having passed Licentiate, Associateship and Fellowship in Life branch after year 1999 will also get credits for prior learning in Paper No.01.

Candidate passed Licentiate in Non-life branch will get credits for prior learning in Paper No.01 and Paper No.11.

C) Specialized Diploma course on Foundation Casualty Actuarial Science

This course and Examination is available in India at Indian Centres only.

P. No.	Title
IC 01	Principles of Insurance
IC 11	Practice of General Insurance

ICA-1	Foundation of Casualty Actuarial Science Part - I
ICA-2	Foundation of Casualty Actuarial Science Part - II
ICA-3	Basic Ratemaking
ICA-4	Estimating Unpaid Claims Using Basic Techniques

Registration is essential for fresher. If a candidate is already registered for professional examination registration fees is not chargeable.

Candidates who pass the above specialized diploma course will be eligible to get credit points while appearing Licentiate, Associateship and Fellowship (A-3 & A-4 credit points are not available).

Candidates passed Licentiate, Associateship and Fellowship in Life branch after year 1999 will also get exemption in Paper No.01.

Candidate passed Licentiate in in Non-life branch will get credits for prior learning in paper no.01 and paper No.11

Candidates who have passed Papers 47 and 84 will get credit in papers A-1 and A-2. Similarly candidates Passed in papers A-1 and A-2 at **Specialized Actuarial Science qualification level will get credits while appearing professional examination in paper no.47 and 84.**

D) Certificate course on Foundations of Casualty Actuarial Science:

This course and Examination is available in India at Indian Centres only.

The certificate course titled “**Foundations of Casualty Actuarial Science**” is for the benefit of persons interested in the field of General Insurance Actuarial Science.

The course comprises following subjects:

P. No.	Title
IC01	Principles of Insurance
IC11	Practice of General Insurance
ICA-1	Foundation of Casualty Actuarial Science Part – I
ICA-2	Foundation of Casualty Actuarial Science Part – II

This course is an attempt to create sufficient technical knowledge of General Insurance Actuarial Techniques for scientific determination of premium rates.

In order to encourage existing Life Members of Insurance Institute of India, the Institute has decided to exempt Candidates who have Passed Licentiate, Associateship and Fellowship in Non-Life Branch will get credits for prior learning in Paper no. 01 and 11. Candidates passed Licentiate, Associateship and Fellowship in Life branch after year 1999 will also get

credits /exemption in Paper No.01.

A strong Mathematical background and vigorous study of the subject matter is necessary for passing the Actuarial examinations successfully.

Candidates Passed in papers A-1 and A-2 at **Specialized Actuarial Science qualification level will get credits while appearing professional examination in paper no. 47 and 84.** Similarly Candidates who have passed Papers 47 and 84 at Associateship and Fellowship level will get credit in papers A-1 and A-2 along with Paper 01 and 11 while appearing for Actuarial diploma course.

E) Certificate Programme in Advanced Insurance Marketing

This course is meant for those engaged as sales and marketing personnel of Insurance Companies, Brokers firms, Corporate Agents, Bancassurance and thus this programme will provide Perfectives, marketing tools, skills and values that are required for excellence in Insurance Marketing.

The course is at three level Basic, Intermediate and Advanced. The level comprises 16 subjects. i.e. 4+6+6. Subjects are as under:

CERTIFICATE PROGRAMME IN ADVANCED INSURANCE MARKETING		
BASIC LEVEL	1.	Fundamentals of Insurance (BL-01)
	2.	Personal Financial Planning (BL-02)
	3.	Professional Selling (BL-03)
	4.	Life Insurance Practice (IC02) or General Insurance Practice (IC11)

INTERMEDIATE LEVEL	1.	Insurance and the Environment (IL-01)
	2.	Understanding Buyer Behavior (IL-02)
	3.	Agency Management (IL-03)
	4.	Indian Insurance Industry (IL-04)
	5.	Life Insurance Underwriting (IC22) or General Insurance Underwriting(IC45)
	6. (Optional Stream) (LIFE)	Life Insurance Products (IL-06(i)) or Pensions and Annuity (IL-06 (ii)) or Health Insurance (IC27) or Asset management (IC99)
6. (Optional Stream) (General)	Miscellaneous Insurance (IC78) or Property Insurance (IC57) or Marine Insurance (IC67) or Motor Insurance (IC72) or Health Insurance (IC27)	
ADVANCED LEVEL	1.	Insurance Marketing
	2.	Leadership and Personal Mastery
	3.	Branding and Marketing Communication
	4.	Channel Management in Insurance
	5.	Marketing research in Insurance
	6.	Research Project

The examination will be conducted only through online mode. Membership fees is Rs.700/-, Registration fees is Rs. 700/- and Examination Fees per subject for fresh candidate is Rs.1500/- which includes study course material also. Repeaters Fees is Rs.1000/- per subject without study material.

Registration is valid for a period of 5 years. i.e. candidates have to clear all four papers of **Basic level within 18 months** from registration. **Intermediate level all six papers within 36 months** from registration and **Advanced level all six papers within 5 years** from 1st registration.

If candidate could not pass the specified papers within the scheduled period, the Registration for CPAIM will be lapsed and no credits will be available for passing the subjects of that level, candidates have to appear all the papers of the specific level exam with fresh registration, however the life membership will be continued. Admission in higher level is permitted only after passing lower level exam.

F) Specialized Diploma courses on Health Insurance

P. No.	Title
IC01	Principles of Insurance
IC11	Practice of General Insurance
IC35	Basics of Health Insurance
IC36	Health Insurance Claims
IC37	Health Insurance Operations

Registration is essential for fresher. If a candidate is already registered for professional examination registration fees is not chargeable.

Candidates having passed Licentiate, Associateship and Fellowship in Life branch after year 1999 will get credits for prior learning in Paper No.01.

Candidate passed Licentiate in Non-life branch will get credits for prior learning in Paper No.01 and Paper No.11

Candidates passed Paper no. 35, 36, 37 will get 30 credits points for each subject while appearing Licentiate, Associateship and Fellowship examination.

G) Diploma in Life Insurance Underwriting (w.e.f. November 2014) :

P. No.	Title
IC01	Principles of Insurance
IC02	Practice of Life Insurance
IC22	Life Assurance Underwriting
IC-AIU 01	Legal and Regulatory aspects for life underwriters
IC-AIU 02	Fundamental of Medical Underwriting

Registration is essential for fresher. If a candidate is already registered for professional examination registration fees is not chargeable.

Candidates having passed Licentiate, Associateship and Fellowship in Life branch will get credits for prior learning in Paper No.01, 02 and 22.

Candidate passed Licentiate in Non-life branch will get credits for prior learning in paper no.01.

The examination will be conducted in online mode only and passing marks will be 60%.

12. PURCHASE OF STUDY MATERIAL & E-LEARNING MATERIAL

Insurance Institute of India publishes study material for all subjects prescribed for its examinations. The study material only forms the basic knowledge relating to the subject. The syllabus incorporated in it is indicative and not exhaustive. Moreover, candidates have to refer other books and magazines recommended for reading. Candidates appearing for Associateship and Fellowship papers will have to understand how the concepts given in the study material will be able to apply in practical situations. They should be well aware of the current updates and developments in the insurance industry.

Availability of Languages:

Sr. No.	Examination /Subjects	Material available in language details
1	IC01,IC02 and IC11	English, Hindi.
2	IC22, IC26, IC45, IC46, IC14, IC23, IC24,IC27,IC57, IC67, IC71, IC72, IC74, IC77 and IC 78	English, Hindi.
3	IC28, IC47, IC81, IC84, IC92, IC82, IC83, IC85, IC86, IC88, IC89, IC90 and IC 99. CPAIM-BL-01, BL-02 BL-03, IL-01, IL02, IL03, IL04, IL06-(i), IL06(ii) Health Insurance - IC35, IC36 and IC37. Diploma in Life Insurance Underwriting - IC-AIU 01, IC- AIU 02	Available presently only in English
4	Surveyor	English, Hindi. (Except S01 in English only)
5	Certificate course in Foundations of Casualty Actuarial Science.	English, (IC 01, IC 11 available in Hindi and English both)
6	Specialised certification in Casualty Actuarial Science.	English,(IC 01, IC 11 available in Hindi and English both)
7	Specialised certification in Marine Insurance.	English, Hindi.
8	Specialised certification in Fire Insurance.	English, Hindi.
9	Broker	English, Hindi. (Except 101 in English)
10	Foundation C.A.S.Part-I (IC47 / A-01)	English
11	Foundation C.A.S.Part-II (IC84 / A-02)	English

- Previous years question papers of descriptive examination are available on website.
- For updated Price & Edition of study course, please refer to website.
- For Online purchase of study material, please go to III website & refer Study Material menu
- You can also purchase the study material while enrolling for the respective paper online.

(Note: The selected study material for a subjects/paper will be dispatched if the candidate opts for on-line purchase of study material option. Change in selected paper is not applicable to study material later on)

- The study material can be obtained from nearest associated institutes also. For details, please refer III website at Affiliates Menu.

The study material can also be obtained directly from III, Mumbai by sending Demand Draft drawn in favour of “Insurance Institute of India” payable at Mumbai with a covering letter to:

Study Course Department
Insurance Institute of India,
Plot C-46 , G- Block,
Bandra Kurla Complex,
Bandra (East), Mumbai-400051.

Letter should contain the following details:

1. Full name and complete address with Pin Code for delivery of Study Material.
2. Contact no. and e-mail address of purchaser.
3. Code, title and language of Study material.
4. Details of Demand Draft.

(On-line payment or Demand Draft should be as per the price of the books.)

E-Learning:

In accordance with the needs of the changing times, Insurance Institute of India have brought out an e-Learning program (in English) as an additional tool of learning for candidates appearing for the papers 01, 02, 11, 14, 22, 23, 24, 26, 45 and 46 of Professional Examination. Details of the e-Learning program and the costs involved are as follows:

E-Learning stands for electronic learning which essentially allows candidates to learn a particular subject directly from the computer. E-Learning is presently available for candidates appearing for Licentiate examinations and the subscription are valid for a period of 6 months from the date of creation of login

credentials. The module provides much beyond the course material in terms of web-links, self-learning questions, mock tests, blogs to communicate within the circle of tutors and candidates etc.

E-Learning programme fee details are available on our website. (Please refer to Study Material Menu on our Website).

Candidates can also purchase e-Learning while enrolling for the respective paper.

For queries related to e-learning, candidates can mail to: elp@iii.org.in;

Web-Coaching

We have introduced live web-coaching facility as an additional teaching activity from our Institute. This facility was made available only for registered candidates.

The recordings of web-coaching sessions are uploaded on YouTube, which are available for all. For more details please refer to website.

We are in the process of starting Web-Coaching facility for more subjects.



13. TABLE OF FEES

Fee Structure for Fresh Candidates		
Particulars	Fees In Indian Rupees	
	India #, Bhutan, Nepal, Bangladesh, Srilanka*	Overseas
Registration Fee (inclusive of life membership fee)	700.00	3000.00
Paper Enrollment Fee (per subject) (Both fresh and Repeater)	500.00	2000.00

One time Registration fee with compulsory subjects of Associate (In lieu of diploma fee)	700.00	3000.00
One time Registration fee with compulsory subjects of Fellow (In lieu of diploma fee)	600.00	3000.00

Fee Structure for Pre-licensing test for Insurance Surveyors (Fresh Candidates)	
Particulars	Fees In Indian Rupees#
Registration Fee	250.00
Paper Enrollment Fee (per subject)	300.00

Fee Structure for Pre-licensing test for Insurance Surveyors (Repeater Candidates)	
Particulars	Fees In Indian Rupees#
Paper Enrollment Fee (per subject)	300.00

Particulars	Diploma Fees			
	Fees In Indian Rupees			
	India #	Bhutan, Nepal, Bangladesh	Srilanka*	Overseas
Duplicate Associateship / Fellowship Card	50.00	150.00	150.00	1000.00
Associateship Diploma (Old)**	1000.00	1000.00	1500.00	7500.00
Fellowship Diploma (Old)**	600.00	600.00	900.00	3500.00
Duplicate Diploma	200.00	200.00	200.00	500.00

** Only for candidates who have passed Associateship / Fellowship exam before October / November 2010 examination and have not procured the respective diploma so far.

Associated Institutes and Insurance companies in other countries who send applications/ payments on behalf of their members/employees should send the application forms and payment immediately on the next working day of the closing date.

Miscellaneous Fees		
Particulars	Fees In Indian Rupees	
	India[#], Bhutan, Nepal, Bangladesh, Srilanka*	Overseas
Late fees (per entry for all exams)	500.00	500.00
Late fees (per entry form-Surveyors exam)	200.00	N.A.
Revaluation (per subject) Applicable for all examinations except Licentiate and Pre-licensing test for Insurance Surveyors***	500.00	500.00
Re-totaling fee (per subject)–Applicable only for 1. Licentiate Paper i.e. papers 01,02,11 and 14. 2. Pre-licensing test for Insurance Surveyors**	300.00 200.00	300.00 N.A.
Exemption fee (per subject for all exams)	500.00	2000.00
Duplicate Mark sheet / Certificate	200.00	500.00
Transcript	500.00	2000.00
Subject Change/ ONLINE Change of Centre	250.00	250.00
ONLINE Change of Centre (Tatkal)	1000.00	1000.00

* Candidates from Sri Lanka enrolling through SLII will pay the prescribed fees in SLR.

** Retotaling is available only for Multiple Choice Question (MCQ) Examination (Offline mode) and Pre-licensing test for Insurance Surveyors.

*** Revaluation is available for all descriptive papers except objective type examination and Pre-licensing test for Insurance Surveyors.

In addition to the above fees, 12.36 % towards service tax is applicable to the candidates applying within India.

The cost of reading material is payable as per the **PRICE LIST OF STUDY COURSES available on our website.**

14. EXAMINATION TIME TABLE & QUESTION PAPER PATTERN

Time Table for Off- line (twice a year) and On-line (quarterly) is available on Website www.insuranceinstituteofindia.com.

CAUTION - EXAMINATIONS DATES

According to the time-table, more than one paper may be scheduled for the same time. While submitting the entry form and selecting the subjects, the candidates must satisfy themselves that there is no clash in the time-table for the subjects chosen by them. In the event of a clash, candidates should select a different subject. A candidate is allowed to appear for examination in only one subject per session.

Please Note in no circumstances, refund or carry forward of examination fees is permitted due to wrong or unsuitable selection.

Details of Subjectwise Question paper Pattern

S r. No.	Subject Code & Title	Credit Points	E x a m Mode	Q.P. Type *
1	(01) Principles of Insurance	20	Online	MCQ
2	(02) Practice of Life Insurance	20	Online	MCQ
3	(11) Practice of General Insurance	20	Online	MCQ
4	(14) Regulation of Insurance Business	20	Online	MCQ
5	(22) Life Insurance Underwriting	30	Online	MCQ
6	(23) Application of Life Assurance	30	Online	MCQ
7	(24) Legal Aspects of Life Assurance	30	Online	MCQ
8	(26) Life Insurance Finance	30	Online	MCQ
9	(27) Health Insurance	30	Online	MCQ
10	(28) Foundation of Actuarial Science	40	Online	MCQ
11	(35) Basics of Health Insurance	30	Online	MCQ
12	(36) Health Insurance Claims	30	Online	MCQ
13	(37) Health Insurance Operations	30	Online	MCQ
14	(45) General Insurance Underwriting	30	Online	MCQ
15	(46) General Insurance Accounts and Regulation of Investment	30	Online	MCQ
16	(47 / A-1) Foundation of Casualty Actuarial Science Part – I	40	Online	MCQ
17	(56) Fire Insurance Claims	30	Offline	Discriptive

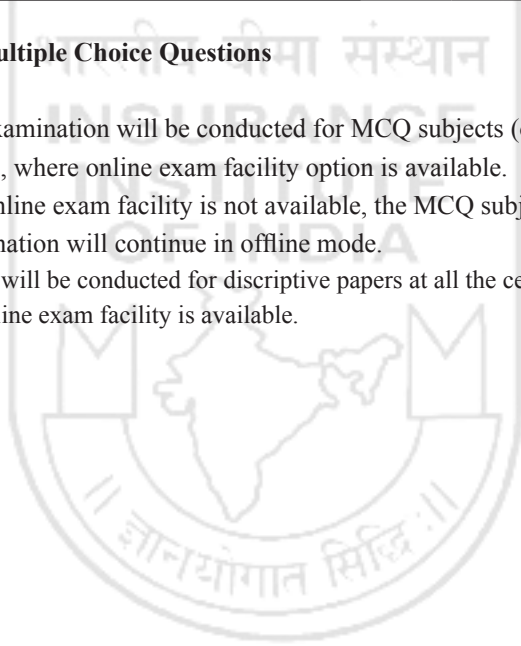
18	(57) Fire and Consequential Loss Insurance	30	Online	MCQ
19	(58) Fire Insurance Coverage's	30	Offline	Discriptive
20	(59) Fire Insurance Rating and Underwriting	30	Offline	Discriptive
21	(66) Marine Insurance Claims	30	Offline	Discriptive
22	(67) Marine Insurance	30	Online	MCQ
23	(68) Marine Insurance Coverage's	30	Offline	Discriptive
24	(69) Marine Insurance Rating and Underwriting	30	Offline	Discriptive
25	(71) Agriculture Insurance	30	Online	MCQ
26	(72) Motor Insurance	30	Online	MCQ
27	(74) Liability Insurance	30	Online	MCQ
28	(77) Engineering Insurance	30	Online	MCQ
29	(78) Miscellaneous Insurance	30	Online	MCQ
30	(81) Mathematical Basis of Life Assurance	40	Offline	Discriptive
31	(82) Statistics	40	Offline	Discriptive
32	(83) Group Insurance & Retirement Benefit Scheme	30	Offline	Discriptive
33	(84 / A-2) Foundation of Casualty Actuarial Science Part –II	40	Offline	Discriptive
34	(85) Reinsurance Management	40	Online	MCQ
35	(86) Risk Management	40	Online	MCQ
36	(88) Marketing and Public Relations	30	Offline	Discriptive
37	(89) Management Accounting	40	Offline	Discriptive
38	(90) Human Resources Management	30	Offline	Discriptive
39	(92) Actuarial Aspects of Product Development	40	Online	MCQ
40	(99) Asset Management	30	Online	MCQ
41	(A-3) Basic Rate Making	Nil	Offline	Discriptive
42	(A-4) Estimating Unpaid Claims Using Basic Techniques	Nil	Offline	Discriptive
43	(BL-01) Fundamentals of Insurance	Nil	Online	MCQ
44	(BL-02) Personal Financial Planning	Nil	Online	MCQ
45	(BL-03) Professional Selling	Nil	Online	MCQ

46	(IL-01) Insurance and the Environment	Nil	Online	MCQ
47	(IL-02) Understanding Buyer Behavior	Nil	Online	MCQ
48	(IL-03) Agency Management	Nil	Online	MCQ
49	(IL-04) Indian Insurance Industry	Nil	Online	MCQ
50	(IL-06(i)) Life Insurance Products	Nil	Online	MCQ
51	(IL-06 (ii)) Pensions and Annuity	Nil	Online	MCQ
52	(IC-AIU 01) Legal and Regulatory aspects for Life Underwriters	Nil	Online	MCQ
53	(IC-AIU 02) Fundamental of Medical Underwriting	Nil	Online	MCQ

*** : MCQ - Multiple Choice Questions**

Note :

- No offline examination will be conducted for MCQ subjects (objective type) at the centres, where online exam facility option is available.
- Wherever, online exam facility is not available, the MCQ subjects (objective type) examination will continue in offline mode.
- Offline exam will be conducted for descriptive papers at all the centres wherever offline exam facility is available.



15. PRIZE SCHEME

The Insurance Institute of India awards PRIZES to the **Toppers of Professional Examinations** in recognition of their outstanding performance, subject to certain minimum conditions mentioned below being fulfilled by the candidates.

A. PRIZES

There will be two sessions of examinations:

1. From 1st January to 30th June.
2. From 1st July to 31st December.

For both sessions separate merit lists will be prepared after merging the data of online and offline examinations conducted during the period of session.

The following prizes will be awarded to the candidates standing first in the examination and to the candidates standing first in individual subjects.

1. Toppers of Licentiate / Associate / Fellow Examinations.

a.	Fellowship	2 Prizes	Rs.7, 500/- each.
b.	Associateship	2 Prizes	Rs.5, 000/- each.
c.	Licentiate	2 Prizes	Rs.3, 000/- each.

Prizes will be declared on the basis of following criteria:

- I. Candidates accumulating minimum required CPs and qualifying for certificate / diploma in a session will be considered for that session only.
 - II. The candidate must have secured minimum 60% marks in each of the subject qualifying for Associate/ Fellowship and minimum 70% marks in each of the subject for Licentiate. The condition will apply only for the subjects on the basis of which the examination under consideration for prize is passed.
 - III. The candidate must have secured minimum 60 / 90 / 120 CPs in the session for qualifying Licentiate / Associate / Fellow examination respectively.
 - IV. Candidate must not have availed any exemption in any subject on the basis of previous qualification of other institutions.
2. a. **Toppers of each subject: - Rs.2,500/- each.**

Subject code and title
01 Principles of Insurance
02 Practice of Life Insurance
11 Practice of General Insurance
14 Regulation of Insurance Business

22 Life Insurance Underwriting
23 Application of Life Assurance
24 Legal Aspects of Life Assurance
26 Life Insurance Finance
27 Health Insurance
28 Foundation of Actuarial Science
45 General Insurance Underwriting
46 General Insurance Accounts and Regulation of Investment
47 Foundation of Casualty Actuarial Science Part – I
56 Fire Insurance Claims
57 Fire and Consequential Loss Insurance
58 Fire Insurance Coverage's
59 Fire Insurance Rating and Underwriting
66 Marine Insurance Claims
67 Marine Insurance
68 Marine Insurance Coverage's
69 Marine Insurance Rating and Underwriting
71 Agriculture Insurance
72 Motor Insurance
74 Liability Insurance
77 Engineering Insurance
78 Miscellaneous Insurance
81 Mathematical Basis of Life Assurance
82 Statistics
83 Group Insurance & Retirement Benefit Scheme
84 Foundation of Casualty Actuarial Science Part –II
85 Reinsurance
86 Risk Management
88 Marketing and Public Relations
89 Management Accounting
90 Human Resources Management
92 Actuarial Aspects of Product Development
99 Asset Management
A-1 Foundation of Casualty Actuarial Science Part – I
A-2 Foundation of Casualty Actuarial Science Part – II

A-3 Basic Rate making
A-4 Estimating Unpaid Claims Using Basic Techniques
35 Basics of Health Insurance
36 Health Insurance Claims Management
37 Health Insurance Operations

b. Toppers of Surveyors subject – Rs.1,100/-

S-1: Principles and Practice of General Insurance and Survey and Loss Assessment.

Subject wise prizes will be declared on the basis of following criteria:

- I. The Candidate must have passed the subject in first attempt and
- II. Must have got minimum 75% marks in the subject and
- III. The candidate getting highest marks in the subject will be declared “Topper”. In case more than one candidate get marks equal to highest marks, all such candidates will be declared “Topper”.

Note: Any candidate who has ever been penalized for malpractice will be removed from the merit list.

B. LIST OF DONORS

1. Fellowship

1.	:	Indian Insurance Companies Association, Kolkata
2.	:	i) SurenderLall ii) Braj Raj

2. Associateship

1.	:	i) Jayant Dalal ii) Suresh K. Desai
2.General	:	Mumbai Insurance Institute
3.Marine	:	Bhagwandas Peraj
4.Miscellaneous	:	Bhaichand Amoluk Consultancy Services Pvt. Ltd.

3. Licentiate

1	:	Ghanshamdas Khilnani
2	:	V.N.C. Narichania

4. Subject wise Prizes

27- Health Insurance	:	Balwant Singh.
45- General Insurance Underwriting	:	Indian Insurance Society, Kolkata

65-Marine Underwriting	:	Madras Insurance Institute.
66-Marine Insurance Claims	:	M. Subrahmaniam.
81-Mathematical Basis of Life Assurance	:	Prof. K.Gopal.
82-Statistics	:	All India Technically qualified L.I.C. Employees Association
83-Group Insurance & Retirement Benefit Schemes	:	B.S. Sahae.
85-Reinsurance	:	i) J.B. Boda & Co. ii) Mugatlal Bhagwandas Boda
86-Risk Management	:	The Institute of Insurance Surveyors & Adjusters.
88-Marketing & Public Relations	:	Indian Insurance Institute, Kolkata
89-Management Accounting	:	Lucknow Insurance Institute
90-Human Resource Management	:	H.L. Mathrawala
S-1-Principles and Practice of General Insurance and Survey and Loss Assessment (Surveyors Examination)	:	M.L.Gupta

The Board reserves the right to alter, amend or revoke, from time to time, the rules framed for the purpose. The Board's decision shall be final in the matter.

16. TABLE OF LANGUAGES

P. No.	Question paper will be set in		Answers are allowed to be written in	
	Hindi	English	Hindi	English
01, 02, 11 and 14	Yes	Yes	Yes	Yes
28 and 47	No	Yes	No	Yes
All other Papers from paper 22 to 78	Yes	Yes	Yes	Yes
81, 82, 84 and 92	No	Yes	No	Yes
All other papers 83, 85, 86, 88, 89, 90 & 99	No	Yes	Yes	Yes
Foundation of Casualty Actuarial Science Papers A-1, A-2, A-3 and A-4	No	Yes	No	Yes
Specialized Diploma Marine / Fire	Yes	Yes	Yes	Yes
Surveyors All Papers	Yes	Yes	Yes	Yes
Health Insurance	No	Yes (Online)	No	Yes (Online)
CPAIM	No	Yes (Online)	No	Yes (Online)
Diploma in Life Insurance Underwriting	No	Yes (Online)	No	Yes (Online)

17. CROSS RECOGNITION OF INSTITUTE QUALIFICATIONS

The Insurance Institute of India and Chartered Insurance Institute London have entered into a special scheme of arrangement for the promotion of the Advanced Diploma in Insurance (ACII) qualification of the CII to the Associates and Fellows of Insurance Institute of India at concessional rates.

The CII's qualification framework, gives the candidates flexibility in study options. Accordingly a candidate has to accumulate 290 credit points to be eligible for getting ACII Qualification from the CII. Credit points can be accumulated by passing the CII subjects which are assigned different credit points depending on their level of difficulty. The CII grants subject wise credit points to the Associates and Fellows of Insurance Institute of India.

More details are available on CII website at www.cii.co.uk

The American Institute for Chartered Property Casualty Underwriters, U.S.A. grants **Exemption** in their prestigious CPCU designations to the Fellows (Non-Life) of Insurance Institute of India. For more details about the AICPCU courses you can visit their website www.aicpcu.org

Life Office Management Association, (LOMA),U.S.A. grants 2 exemptions in their FMLI designation to the Fellows (Life) of Insurance Institute of India. For more details about the LOMA courses, you can visit their website www.loma.org

Insurance Institute of Canada grants 3 exemptions to Associates and 4 exemptions to Fellows of Insurance Institute of India in their CIP Programme consisting of 10 Subjects. For more details about the courses offered by Insurance Institute of Canada, you can visit their website www.insuranceinstitute.ca

18. ESSAY WRITING COMPETITIONS

1. **S.K.Desai Memorial Gold Medal & Prize:** The Institute conducts Essay Writing Competition known as “The S.K. Desai Memorial Essay Writing Competition” annually and invites original contribution in the form of either an essay or work of research, on current or historic importance, whether life or general or related topics from the members of the Associated Institutes in India and members of Institutes in the Afro-Asian Regions for the **Cash prize of Rs.30,000/- and merit certificate.** The S.K.Desai Memorial Medal is the highest award of the Institute. The S.K.Desai Memorial Consolation Prize is also awarded to other deserving entries depending upon the standard, as a measure of encouragement and motivation to members.
2. **D.Subrahmaniam Award:** This Essay Writing Competition is intended to motivate the younger members of the Associated Institutes and to involve them in the educational and research activities. This award is known as **D. Subrahmaniam Award consisting of a cash prize of Rs.20,000/- and Merit Certificate.** The Members of Associated Institutes upto the age of 45 years are eligible to participate in this competition.

Eligibility conditions:

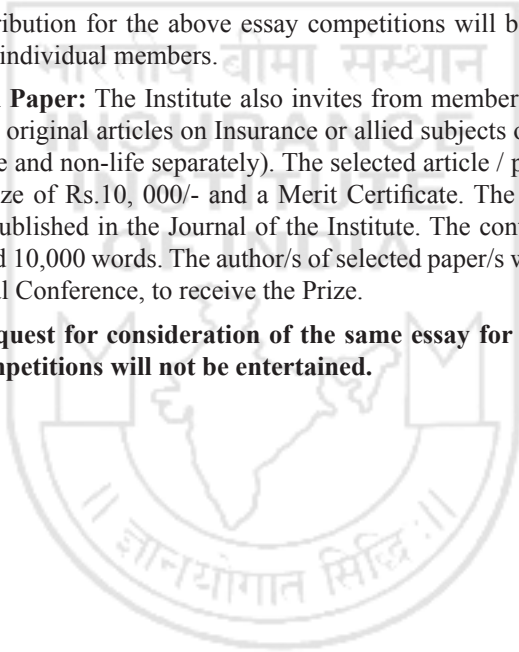
- (i) The S.K. Desai Memorial Essay Writing Competition is open to all members of the Associated Institutes in India, affiliated Institutes abroad and members of Insurance Institutes in Afro-Asian Region.
- (ii) D. Subrahmaniam award is open only to members of Associated Institutes who are resident in India and age below 45 years.
- (iii) The contribution should be original and should relate to any topic of insurance, either life or general, or related subject. Credit will be given for clarity of thought, conciseness in expression and originality.
- (iv) The papers submitted for consideration should not have been read or published or dealt with in any manner till the results are announced.
- (v) The papers must be typewritten with double space not exceeding 15,000 words in the case of S.K. Desai Memorial Essay Writing Competition and 10,000 words in the case of D.Subrahmaniam Award and submitted in **triplicate.** It should reach the Institute’s Office at Mumbai not later than 31st March every year. It should be marked on the top “For consideration for the S.K. Desai Memorial Gold Medal and Prize” or “D.Subrahmaniam Award” as the case may be. The details such as, name, address, membership number of the local institute, age, etc. should appear only in the covering letter. A brief bio-data of the member may also be enclosed.
- (vi) The author/s of the selected article who is members residents in India

will be invited to receive the award at the **Annual Conference of the Institute**. Awards of non-resident members shall be sent by post.

- (vii) The Institute will have the copyright of the paper for which an award is made and it will become the property of the Institute. The Prize winning paper / papers may be published in the Journal of the Institute.
- (viii) The Institute reserves the right to accept, reject or edit the contributions received for this competition and the decision of the Committee shall be final and binding in this respect.
- (ix) The Institute reserves the right to alter, amend or revoke these rules from time to time.
- (x) Contribution for the above essay competitions will be accepted only from individual members.

3. **Technical Paper:** The Institute also invites from members of **Associated Institutes** original articles on Insurance or allied subjects on pre-approved topics (life and non-life separately). The selected article / paper shall carry a cash prize of Rs.10, 000/- and a Merit Certificate. The selected papers shall be published in the Journal of the Institute. The contribution should not exceed 10,000 words. The author/s of selected paper/s will be invited to the Annual Conference, to receive the Prize.

Note: Request for consideration of the same essay for more than one essay competitions will not be entertained.



19. CONTINUING PROFESSIONAL DEVELOPMENT PROGRAMME (III-CPD)

Aims & Objectives of CPD Program: CPD Program is a holistic program designed to benefit III's Certificants, the insurance industry and the Indian society, which has very low level of insurance awareness.

Benefits for Certificants of III: CPD Program is designed to help and motivate III Certificants –

- To update their technical knowledge and skills to become multi-skilled professionals to meet the challenges of today's dynamic industry,
- To keep abreast with changes in economic, regulatory and legal environment in India and international community,
- To make qualitative changes in the industry by integrating their knowledge and operational experience with their areas of interest and expertise,
- To develop their analytical skills and conduct research on topics of their interest,
- To make them better prepared for periodical appraisals in their organizations for career development.

Benefits for Insurers: CPD Program with its inbuilt recognition and reward system would help Insurers to make a qualitative change in the work force. CPD can help -

- To ensure availability of academically sound, technically qualified professionals suitable for each operations of the company,
- To enable company to design management development programs dovetailed with III-CPD Program to train staff,
- To undertake research for various operations of the company and identify critical areas requiring short term and long term changes in policies and practices,
- To develop a sound objective appraisal system for recognition and reward,
- To motivate employees to learn micro and macro changes in compliance environment globally,

Benefits for Society: “Regaining the trust” of people in need for financial solutions to their problems has been primary concern of Indian insurance industry, which has very low of levels of financial literacy.

- CPD Program will create a vibrant environment and enthusiasm amongst all stakeholders to help them regain the trust of the Indian market spanning across the vast geography, multiple languages and cultures.

- CPD would help in providing sufficient number of professionals to improve the reach of financial literacy programs launched by financial institutions and insurance companies, ensuring thereby due respect for the insurance profession.

Eligibility: III-CPD has been designed keeping in mind Members who are less than 60 years of age. However, Members above 60 are also welcome to participate.

Accumulation of Credits: CPD Awards will be of annual validity and candidates have to accumulate a minimum of 100 credits per year for 3 consecutive years. Thereafter, renewals will be on accumulation of 300 credits in every three-year period, subject to the candidate acquiring a minimum of 50 credits per year.

Publication of CPD Credits/ Awards: A list of CPD Awardees and the Credits claimed/ earned will be maintained by III and made available on III's website so that the same is available for verification by both members and/or all stakeholders.

Governance: CPD Programme is under the overall directions and guidance of CPD Steering Committee (CPDSC). CPD is implemented by III's CPD Department under the guidance and supervision of CPD Evaluation Committee (CPDEC).

Working of CPD Programme: Implementation level details of III-CPD are given below:

- All CPD activity is web-based.
- CPD period is from 1st April to 31st March. The present CPD period ends on 31st March 2015.
- Members have to register at III website giving their Name/ Diploma Number/ other credentials.
- On the CPD Activity Page provided, Members have to state CPD activity completed during the CPD period with relevant details.
- Members have to state CPD activity proposed during the CPD period with relevant details.
- Based on the statement made by Members, 'CPD Credits Claimed' will be displayed on the website.
- On approval/ validation by CPDEC, the activity/ points will be shown as 'CPD Credits Earned'.
- For Pre-approved CPD activity (e.g. Training programmes of Institute of Actuaries of India/ National Insurance Academy/ Indian Institute of Risk Management), applicable credits will be notified on III website.

- Requests for Pre-approval of CPD Activity may be sent by email to cpd@iii.org.in. Credits for CPD activity will be added to Credits Earned if approved by CPDEC.
- Approval of CPD Activity will be generally guided by 4 watchwords - relevance, quality, credibility & popularity.

Grievance Redressal: III's CPD Programme is a matter of evaluating the quality of professional activity done during a particular period as per the evaluation/ judgment of fellow/ senior professionals based on such standards they deem appropriate using their professional wisdom; and will not be the subject matter of litigation.

Powers to make rules: III retains its rights to change/ modify/ cancel the CPD Programme at its discretion.

Fees: III-CPD is at present a free service to the industry. However, III retains its right to charge fees for registering the credits accumulated/ renewals/ carry forward of credits etc. at its discretion in future after notifying the same.

Disclaimer: "III CPD Programme"/ 'Award of CPD Credits' is an activity instituted by Insurance Institute of India (III) for furtherance of professional standards of the insurance industry. Insurers/ other stakeholders are at liberty to consider CPD Credits for recognizing professional activities of their employees/ job applicants and III has no role whatsoever in such matters."

III-CPD Credit Accrual Plan: Accrual Plan for Post-Associateship/ Post-Fellowship activity is as follows:

CPD Credit Accrual Plan	Target: 100 credits per year in the 1st, 2nd and 3rd years. Subsequent Target: 300 credits during blocks of 3 years subject to a minimum of 50 credits per year
CPD Activity Groups:	CPD Activity 1. Academic Work (Max: 100 credits) CPD Activity 2. Organizational Support (Max: 40 credits) CPD Activity 3. Underwriting/ Claims Handling/ Other Experience (Max: 60 credits)

Credits under the 5 CPD Activities have to be acquired as follows:

Approved Activity	Credits
1. Academic Work (Max: 100 credits admissible)	
a. Presenting papers at CPDEC recognized national/ international seminars/ workshops	Upto 50 credits per seminar/ workshop (Max. credits 100)
b. Attending CPDEC recognized national/ international seminars/ workshops as a registered participant.	Upto 10 credits per seminar/ workshop (Max. credits 40)

c. Attending academic training programmes conducted by CPDEC recognized institutions (e.g. College of Insurance, National Insurance Academy & Institute of Insurance and Risk Management.)	Upto 20 credits for 3 day sessions, Upto 10 credits for less than 3 day sessions. (Max. credits 100)
d. Lecturing at academic training programmes conducted by CPDEC recognized institutions (e.g. College of Insurance, National Insurance Academy & Institute of Insurance and Risk Management.)	Upto 20 credits per 90 minute lecture session. (Max. credits 100)
e. Insurance related articles/ research papers subject to evaluation/ approval by CPDEC. (Number of Credits to be decided by CPDEC)	Upto 100 credits per article/ research paper (Max. credits 100)
f. Writing III text books/ insurance related books (with ISBN number) published in India/ abroad, subject to approval by CPDEC. (Number of Credits to be decided by CPDEC)	Upto 100 credits (Max. credits 100)
g. Passing examinations of III other than regulatory tests/ examinations (i.e. Pre-recruitment test for Agents, Surveyors Examination etc. do not qualify as CPD Activity).	Upto 50 credits per paper (Max. credits 100)
h. Passing Approved examinations of other institutes (List available on III website.)	Upto 50 credits per paper (Max. credits 100)
i. Presenting/ Publishing Case Studies on insurance and related matters (Number of Credits to be decided by CPDEC)	Upto 50 credits per paper (Max. credits 100)
j. Other miscellaneous approved academic activity	Upto 20 credits (Max. credits 40)
Note: CPDEC will decide upon approval of Seminars and Training Programmes.	
2. Organizational Support (Max: 40 credits)	
a. Organization of seminars/ workshops (To be certified by Chairman of Associated Institute)	Upto 10 credits per item of work. (Max. credits 40)
b. Other miscellaneous approved organizational activity	Upto 10 credits per activity. (Max. credits 40)

3. Underwriting/ Claims Handling/ Other Experience (Max: 60 credits)	
a. Underwriting/Claims experience in respective company, certified by CEO/ GM/ Region-in-Charge/ CFO/ Chief Underwriting Officer of Insurance Company. Self-Certification allowed only for CEOs.	Upto 10 credits per month of professional experience (Max. credits 60)
b. Broking experience certified by CEO of the Broking Company. Self-Certification allowed only for CEOs.	Upto 5 credits per month of professional experience (Max. credits 60)
c. Corporate Agency/ Third Party Administrator professional experience certified by CEO of the Company. Self-Certification allowed only for CEOs.	Upto 5 credits per month of professional experience (Max. credits 60)
d. Individual Agents' professional experience certified by CEO/ GM/ Region-in-Charge/ CFO/ Chief Underwriting Officer/ Region-in-Charge/ Authorized person of organization.	Upto 5 credits per month of professional experience (Max. credits 60)
e. Underwriting experience in respective company/ organization certified by CEO/ GM/ Region-in-Charge/ Chief Operating Officer/ Chief Underwriting Officer/ Region-in-Charge/ Authorized person of organization.	Upto 5 credits per month of professional experience (Max. credits 60)
f. Work experience in regulatory organizations, LI Council/ GI Council, academic institutions, ancillary departments of insurance companies based on certification by CEO/ In-Charge of the organization/ Authorized person of organization.	Upto 5 credits per month of professional experience (Max. credits 60)
g. In case of freelance professionals, credits for other experience will be considered on a case-to-case basis by CPD Evaluation Committee.	Credits to be decided by the CPDEC within the maximum prescribed limits.

CREDO

Associate and Fellow Members of the institute are expected to

1. Continuously update their knowledge of Insurance and allied disciplines and contribute to the furtherance of such knowledge through engagement in research, case studies preparation and innovative work practices.
2. Commit to the spirit of honest scientific enquiry – critically examine existing paradigms and practices of the industry with an open and objective mind.
3. Develop a holistic and integrated approach to insurance and its practice, and also adopt a diagnostic problem solving approach to issues and problems in their work environments.
4. Be Team Players, willing to support and empower others and contribute to synergy of the groups to which they belong - to respect and listen to others, to be open and transparent, and to put the team's purpose and its achievement above self.
5. Maintain highest standards of Professional integrity and ethical conduct with respect to what they say and do in their professional life and work, exercising discrimination and judgment to decide what is fair, just and the right thing to do in any situation.
6. Act in the best interests of customers, display deep sensitivity and empathy towards their concerns, champion their just and legitimate causes, provide fair and objective professional advice and a high standard of service.
7. Exercise due diligence and care while dealing with resources of institutions they serve.
8. Display leadership in thought and action towards promoting quality in sales, service and all other work processes, striving for continuous improvement in activities they are engaged in.
9. Contribute to development of both themselves and other fellow members, in a personal and professional sense, participating in and extending support to the activities of various local institutes set up to promote insurance education and develop Insurance competencies.
10. Initiate and take part in social innovation processes that lead to community betterment and enrichment of life – inspiring others through personal example.