



भारतीय बीमा विनियामक और विकास प्राधिकरण  
INSURANCE REGULATORY AND DEVELOPMENT AUTHORITY OF INDIA

Title:RTI

Reference No.:-

Date:15/07/2020

Department Wise - Process by which these services can be accessed

S.No	Department	Remarks
1	Agency Distribution	Through corporate agency portal <a href="http://www.irdaonline.org">www.irdaonline.org</a> .
2	Vigilance	<a href="#">Frequently Asked Questions (FAQs) of Vigilance Department</a>
3	Surveyors	Licensing of Insurance Surveyors and Loss Assessors is online on Web-Based Integrated Licensing Management System. Applications are submitted online by accessing the website: <a href="http://www.irdabap.org.in">http://www.irdabap.org.in</a> .
4	Actuarial	<p>Please find the process details function wise. The list of functions is taken from the already shared documents to RTI cell and same is available in web site at present:</p> <ol style="list-style-type: none"><li><b>1. Formulation and amendment of regulations/legislations pertaining to Actuarial matters:</b> It will be in accordance with the process laid down under the Insurance Regulatory and Development Authority Act, 1999. The referred act can be accessed at <a href="https://www.irdai.gov.in/">https://www.irdai.gov.in/</a>.</li><li><b>2. To coordinate with Institute of Actuaries of India in bringing out Guidance Notes to be issued in concurrence with the Authority to enable suitable and necessary practices to evolve:</b> The mortality table and other relevant guidance notes if any, in concurrence with the Authority can be obtained from the official website of Institute of Actuaries of India may be visited at <a href="http://www.actuariesindia.org/">http://www.actuariesindia.org/</a>.</li></ol>

**3. Examining with reference to various actuarial related aspects such as Capital Adequacy & Validity of Assumptions for facilitating Registration of all Insurance Companies:**

It will be in accordance with the process laid down under the prevailing Insurance Regulatory and Development Authority of India (Registration of Indian Insurance Companies), Regulations, as amended time to time. The referred regulation can be accessed at <https://www.irdai.gov.in/>.

**4. Approval of Appointment of Appointed Actuary and related information:**

It will be in accordance with the process laid down under the Insurance Regulatory and Development Authority of India (Appointed Actuary) Regulations, 2017 and subsequent guideline issued time to time in this regard. The referred regulation and guidance can be accessed at <https://www.irdai.gov.in/>.

**5. Product Filing & Approval Process involving design acceptability, assumptions and pricing validation, financial viability, reinsurance arrangement:**

Life Product filing & approval process is laid down under circular Ref: IRDAI/ACT/CIR/MISC/124/07/2019 and circular Ref: IRDAI/ACT/CIR/MISC/125/07/2019 dated 26.07.2019. Life insurance products are required to be in compliance with IRDAI (Non-Linked Insurance Products) Regulations, 2019 and IRDAI (Unit Linked Insurance Products) Regulations, 2019. The referred circular/regulation can be accessed at <https://www.irdai.gov.in/>.

**6. Allotment of UIN for all life insurance product and uploading the product list in the web portal:**

Allotment of UIN is being done electronically. The list of life products can be accessed at <https://www.irdai.gov.in/>.

**7. Examining of the following reports**

**submitted by the insurance companies:**

**a. Analysis of Actuarial Report and Abstract of life insurance companies.**

It will be in accordance with the IRDAI (Assets, Liabilities, and Solvency Margin of Life Insurance Business) Regulations, 2016 and IRDAI (Actuarial Report and Abstract for Life Insurance Business) Regulations, 2016. The referred regulations can be accessed at <https://www.irdai.gov.in/>

**b. Analysis of Appointed Actuary Annual Report of life insurance companies:**

It will be in accordance with the Circular Ref: IRDAI/ACT/CIR/GEN/070/03/2017 dated 31.03.2017. The referred circular can be accessed at <https://www.irdai.gov.in/>.

**c. Analysis of Economic Capital Reports of all insurance companies:**

It will be in accordance with the Circular Ref: IRDAI/ACT/CIR/GEN/070/03/2017, Circular Ref: IRDAI/ACT/CIR/GEN/075/03/2017 dated 31.03.2017 and Circular Ref: IRDAI/ACT/CIR/MIS/111/05/2011 dated 25.05.2011. The referred circulars can be accessed at <https://www.irdai.gov.in/>.

**d. Analysis of Asset Liability Management (ALM) policy of all insurance companies:**

It will be in accordance with the Circular Ref: IRDAI/ACTL/CIR/ALM/005/01/2012 and IRDAI/ACTL/CIR/ALM/006/01/2012 dated 03.01.2012. The referred circulars can be accessed at <https://www.irdai.gov.in/>.

**e. Analyse the IBNR report all non-life and standalone health insurance companies:**

It will be in accordance with the IRDAI (Assets, Liabilities, and Solvency Margin of General Insurance Business) Regulations, 2016, Circular Ref: IRDAI/ACT/CIR/GEN/075/03/2017 dated 31.03.2017. The referred regulation/ circulars can be accessed at

		<p><a href="https://www.irdai.gov.in/">https://www.irdai.gov.in/</a>.</p> <p><b>f. Solvency Margin of all Insurers on Quarterly/Annual basis:</b></p> <p>It will be in accordance with the IRDAI (Assets, Liabilities, and Solvency Margin of Life Insurance Business) Regulations, 2016 and IRDAI (Assets, Liabilities, and Solvency Margin of General Insurance Business) Regulations, 2016. The referred regulations can be accessed at <a href="https://www.irdai.gov.in/">https://www.irdai.gov.in/</a>.</p>
5	Legal	Functions of Legal Department are internal in nature such as references received from other departments for legal opinions/vetting etc.
6	Sectoral Development Department	Not Applicable
7	Inspection	Not applicable to inspection department as there is no involvement of public in the functioning of the Inspection Department.
8	Non Life	All the services can be accessed in the public domain <a href="http://www.irdai.gov.in">www.irdai.gov.in</a>
9	Health	<p><b>1. Health Insurance Companies Registrations</b></p> <p>Health Insurance Companies Registrations shall be carried out in accordance with the IRDA (Registration of Indian Insurance Companies) Regulations 2000 and the amendments issued from time to time. The said Regulations are placed in the IRDAI website at <a href="http://www.irdai.gov.in">www.irdai.gov.in</a>.</p> <p><b>2. Product clearance</b></p> <p>Health Insurance Products filing and approval procedure is specified in the IRDAI (Health Insurance) Regulations 2016 / IRDAI Guidelines on Product Filing in Health Insurance Business vide Circular ref IRDA/HLT/REG/CIR/150/07/2016 dated 29.07.2016 and IRDA/HLT/CIR/MISC/151/09/2019 dated 23.09.2019.</p> <p>The aforesaid Regulations and the Guidelines are placed in the IRDAI Website at <a href="http://www.irdai.gov.in">www.irdai.gov.in</a> .</p> <p><b>3. TPA Registration and Renewal of Registration</b></p>

The application /process/mandatory requirements for TPA Registration and Renewal of Registration is specified in the IRDAI (Third Party Administrators - Health Services) Regulations 2016 and IRDAI Circular number IRDA/TPA/REG/CIR/059/03/2016, dated 28-03-2016.

The aforesaid Regulations and Guidelines are placed in the IRDAI website at [www.irdai.gov.in](http://www.irdai.gov.in)

#### **4. TPA status of the shareholding pattern/ change in shareholding pattern**

Regulations on status of shareholding pattern to be submitted IRDAI / Application for change in shareholding pattern is specified in the IRDAI (Third Party Administrators - Health Services) Regulations 2016 and IRDAI Circular number IRDA/TPA/REG/CIR/059/03/2016, dated 28-03-2016.

The aforesaid Regulations and Guidelines are placed in the IRDAI website at [www.irdai.gov.in](http://www.irdai.gov.in)

#### **5. Clearance for opening/shifting of new offices**

Opening and shifting of new offices shall be governed by IRDAI (Places of Business) Regulations 2015.

The aforesaid Regulations are placed in the IRDAI website at [www.irdai.gov.in](http://www.irdai.gov.in)

#### **6. Health Insurance Advertisements**

The relevant provisions on Insurance Advertisements are specified in IRDA (Insurance Advertisements and Disclosure) Regulations 2002. Advertisements shall be in accordance with the relevant provisions of the said Regulations and the Master Circular ref IRDAI/LIFE/CIR/MISC/189/10/2019 dated 17.10.2019. Insurer shall file the advertisements through Business Analytics Project (BAP) – Health as per the IRDAI Circular reference IRDA/HLTH/ADVT/CIR/017/01/2015 dated

		12/01/2015. The aforesaid Regulations and Guidelines are placed in the IRDAI website at <a href="http://www.irdai.gov.in">www.irdai.gov.in</a>
10	Consumer Affairs	<a href="#">Grievance Redressal System process and related FAQs.pdf</a>
11	HR	<a href="#">HR Department Functions</a>
12	IT	IT department provides services to the internal departments of IRDAI and its functions are not accessible to the General public