

Ref: IRDAI/Legal/Juris./011

**INSURANCE REGULATORY AND DEVELOPMENT AUTHORITY OF INDIA**

**3<sup>rd</sup> Floor, Parisrama Bhavan, Basheerbagh, Hyderabad-500 004**

**PROFORMA FOR EMPANELMENT OF LAW FIRMS**  
**(For Drafting Subordinate Legislation and Allied purposes)**

1. Name of the Firm and its registered address or headquarters along with telephone, fax and email address:

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2. Name and designation of the Chief Executive of the Firm and his telephone no, Fax and email address:

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3. Full address and details of various Regional Offices, if any along with name and address of the Officers-in charge of the Offices:

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4. Profiles of Employees, Associates/Partners along with their educational qualifications, length of service and areas of expertise:

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5. List of Legislations, Rules and Regulations drafted along with names of the organizations for whom drafted:

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6. Knowledge of IRDA Act, 1999, Insurance Act,1938 and Companies Act,2013 and experience in dealing with matters related to these laws:

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**7. Undertaking:**

This is to certify that to the best of my knowledge and belief, the above statements are true. If, later on, any information is found to be incorrect the Office of the Authority is authorised to terminate the contract.

**Date:**

**Place:**

**Signature**  
**Managing Partner/ Director**