



**CIRCULAR**

**Ref: IRDA/NL/CIR/OFF/000/075/04/2015**

**20<sup>th</sup> April, 2015**

**The CEOs of all Non-Life Insurers**

**Sub: Submission of Office Filing applications through Business Analytics**

**Project (BAP) - Non-Life Module**

IRDA is initiating the process of submission of Office Filing applications through BAP Non-Life module for Non-Life Insurance Companies. The feedback received during User Acceptance Testing (UAT) from Non-Life Insurance companies have been incorporated in Office Filing module.

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

Non-Life Insurers can file all applications for Office Filing online. Insurers are advised to file all Office Filing applications from **01.05.2015** online in BAP through Office Filing module.

When any insurer opens a new office, they need to fill and submit an application form to IRDA along with the supporting documents.

The application will require an IRDA approval if:

1. New office is opened in Tier 1 cities
2. The insurer has 'Solvency Ratio' less than 1.50 (or such ratio as prescribed by IRDA) in the preceding Financial Year
3. The 'Expenses of Management' of the insurer is not within the applicable norms prescribed in Rule 17D & Rule 17E of Insurance Rules, 1939 in the preceding Financial Year (25% for Nonlife insurers)

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

I. The updated version of user manual which would facilitate in insurer group in filing of office application is placed along with this circular for perusal of all concerned. The version would be updated from time to time and shall be made available to users.

II. The helpline system is made available in the BAP module and the queries will be attended by the team on priority basis. Please note that queries have to be routed through Helpline in the Module. Insurers may also escalate the issues at the following:


<b>Issues</b>	<b>Can be escalated to*</b>	<b>Contact No.</b>
<b>Technical Issues</b>	<b><u><a href="mailto:bap.support@irda.gov.in">bap.support@irda.gov.in</a></u></b>	<b>040 2338 1111</b>
<b>Form Related Issues</b>	<b>Mr. D. Rajanikanth (JO ) <u><a href="mailto:rajanikanth@irda.gov.in">rajanikanth@irda.gov.in</a></u></b>	<b>040 2338 1228</b>

***If not resolved within reasonable time, escalations can be made to these IDs/contact numbers.***



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

However, the Present method of Manual filing of Office Filings also will be continued for a period up to max. **31.05.2015** until the BAP — Office Filing module is fully established.



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**Sr.J D (Non-Life)**