



INDIAN INSTITUTE OF INSURANCE SURVEYORS AND LOSS ASSESSORS

(Registered under Section 25 of Companies Act 1956)
(Promoted by IRDA, Govt. of India)

Adm. Office:-315, Paras Chambers, D.No.-3-5-890,Himayat Nagar, Hyderabad-500029(A.P)

Registered Office :- Parishram Bhawan, 5-9-58/B, Basheer Bagh , Hyderabad-500004(A.P)

Telephone- 040-66253666, 040-23261072, 040-23261073.

e.mail : admin@iisla.co.in, Web-site : www.iisla.co.in

Ref: Notice/Fellow Members/14-15

FELLOW MEMBERSHIP

IRDA categorized survey professionals who have been Associate Members for not less than 3 years and who have been holding a valid survey license for an unbroken period of not less than 16 years and had been would be eligible for the Fellow membership of the Institute.

Eligible Associate Members of the Institute who have no out standings dues and who have also remitted subscription fees for the year 2014-2015 and are desirous of scaling up their membership from Associate to Fellow, may fill in the prescribed application form appended hereto.

Qualifying Associate Members who are in default and/or are have yet to remit the subscription for earlier years and the current year would be eligible, once all outstanding payments are cleared and the current year's subscription is remitted.

All data sought under the forms must be filled in legibly and fully to enable the Institute to consider the application. All applicants are requested to furnish all information called for, with current email address, current cellular mobile numbers and a soft copy of the latest photograph.

Applicants are requested to enclose all the training certificates conducted by IISLA & III- Mumbai, Undergone from 2007 to till date as per the training details entered in the 8.D. of the application form. As per guidelines in AOA requirement of minimum 50 hours training is mandatory for upgradation to Fellow Member.

Applicants would be required to remit a sum of Rs.750.00 (Rs. Seven Hundred & Fifty Only) for issue of a fresh Membership Certificate & a fresh Identity Card. The remittance must be by Demand Draft drawn in favour of ~INDIAN INSTITUTE OF INSURANCE SURVEYORS AND LOSS ASSESSORS~ payable at Hyderabad and must be forwarded with the hard copy of the application form

For IISLA,

President.

Encl: a.a



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1. Please read carefully the instructions before filling the Application Form.
 - {a} Fill in every column which are applicable. Incomplete applications or improperly filled applications will be rejected.
 - {b} Payment should be made by the demand draft in the name of "Indian Institute of Insurance Surveyors & Loss Assessors" payable at Hyderabad.
 - {c} Applicant should mention his name and SLA number behind the demand draft.
2. Applicant must be a having the Surveyor's license issued by IRDA and should be suitably qualified for categories to become a member. It is essential to provide an attested copies of the Surveyor's License issued by IRDA with relevant University Degree / Diploma / Certificates and proof of Date of Birth. **Do not send Marks Sheets as substitute for the Degree/Diploma/Certificate.**
3. Valid Proof of Date of Birth may be- SSC / HSC certificate showing the Date of Birth / Municipal Birth certificate / Passport.
4. All the document enclosed with your application should be properly folded to one size and attached at the end of the application. These should not be placed between the pages of the application. A list of documents provided should be given in a covering letter for proper identification. Do not use different colour inks to fill the application.
5. Send clear and readable copies of the documents. Unreadable documents will mean rejection of the application.
6. Duly filled in Application form in all respect along with the supporting documents and duly recommended by Unit and chapter chairman should be sent to the **Administrative office address.**
7. No enquiries regarding the progress of your application will be entertained with in 14 days from the date of receipt of application.
8. **CERTIFICATE & IDENTITY CARD-**
The membership certificate and Identity card shall be sent to the member after he has been duly selected. Certificate and Identity card is the property of Institute and must be returned as and when membership ceases.



Sl. No.

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APPLICATION FOR UPGRADATION FROM ASSOCIATE TO FELLOW MEMBERSHIP (USE CAPITAL LETTERS)

1. NAME IN FULL (BLOCK LETTERS) :-

| | |
|-------------|--|
| First Name | |
| Middle Name | |
| Surname | |

Affix Here Your
Passport Size
Photograph
Photograph One

2. SURVEYOR AND LOSS ASSESSOR LICENCE DETAILS :-

| | |
|-------------|--|
| SLA No | |
| Valid up to | |

Signature

3. CATEGORY OF MEMBERSHIP TO THE INSTITUTE APPLIED FOR:-

| | | | |
|--------|-----------|------------|-----------|
| Fellow | Associate | Licentiate | Any Other |
|--------|-----------|------------|-----------|

(Please Tick the correct box)

4. DETAILS OF CATEGORY ALLOTTED BY IRDA :- Attach a Copy of letter.

| CATEGORY | MOTOR | FIRE | ENGG. | MISC. | MARINE HULL | MARINE CARGO | LOP |
|----------|-------|------|-------|-------|-------------|--------------|-----|
| | | | | | | | |

(Please write Category in correct box)

5. PRESENT OCCUPATION :-

6. NATIONALITY :-

7. ADDRESS :-

| PRESENT ADDRESS* | PERMANENT ADDRESS |
|--|--|
| <p>* All Correspondence will be made at this address.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Pin:..... State:.....</p> <p>Phone:Res-.....Off-</p> <p>Mobile :</p> <p>E-Mail :</p> | <p>.....</p> <p>.....</p> <p>.....</p> <p>Pin:..... State:.....</p> <p>Phone:Res-.....Off.....</p> <p>Mobile :</p> <p>E-Mail :</p> |

8.

A. Educational Qualifications :-

| S.N | Name of Examinations Passed | Name of the College/Institution/University | Year of Passing |
|-----|-----------------------------|--|-----------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

(Attach copies of Certificates attested by a Supporter or a Gazetted Officer with his Seal)

B. Technical Qualification :-

| S.N | Name of Examinations Passed | Branch | Examining authority | Name of the College/Institution/University | Year of passing |
|-----|-----------------------------|--------|---------------------|--|-----------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |

Copies of Certificates attested by a Supporter or a Gazetted Officer with his Seal)

C. Professional / Insurance Qualification :-

| S.N | Name of Examinations Passed | Branch | Examining authority | Name of the College/Institution/University | Year of passing |
|-----|-----------------------------|--------|---------------------|--|-----------------|
| 1. | | | | | |
| 2. | | | | | |

((Attach copies of Certificates attested by a Supporter or a Gazetted Officer with his Seal)

D. Professional / Technical Training Undergone (In Last 5 Years) :-

| S.N | Training Conducted by | Conducted on | Conducted at | Subject | Duration of Training(Hrs) |
|-----|-----------------------|--------------|--------------|---------|---------------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |

(Attach copies of Certificates duly attested by a Supporter or a Gazetted Officer with his Seal)

9. Please indicate the Number of years you are working as a Surveyor- Supporter's Initial*

| | | |
|--------------------|--|--|
| Less than 8 Years | | |
| 8 -16 Years | | |
| More than 16 Years | | |

(Please tick the appropriate box)

10. DATE OF BIRTH

:- / /
(DD) (MM) (YYYY)

Age:- Yrs

11.

| | |
|---|--|
| a) Are you working as a Full time Surveyor? b) Whether engaged in any other profession / occupation. If yes, please provide the details. c) If in employment- Provide details like Designation, Name, Address & Contact Number of the employer. | |
|---|--|

12.

| | |
|---|--|
| Whether the applicant was any time suspended/ debarred by any insurer/organization, If so, furnish the details. | |
|---|--|

13.

| | |
|---|--|
| Membership of other professional Institutions If any, Please furnish details | |
| | |
| | |

14. **SUPPORTERS RECOMMENDATION FROM FELLOW / ASSOCIATE MEMBER)**

We the undersigned, recommend Mr./Mrs/Miss.....
to become a Fellow/Associate/Licentiate member of the Institute provided he/she passes the qualifying examination and has required qualifications. Our initials against items of information in this application indicate that we have verified / confirmed the particulars mentioned in the application form.

| S.N | NAME & ADDRESS OF THE SUPPORTER (in Block Letters) | SUPPORTERS MEMBERSHIP NO | SIGNATURE |
|-----|---|-----------------------------|-----------|
| 1. | | | |
| 2. | | | |

Signature should be those of either Fellow or Associate Member of the Institute who must sign from personal knowledge of the Candidate.

This Form, after being duly filled in, and signed by at least Two supporters, may be forwarded to the Institute. IT MUST BE ACCOMPANIED BY ALL THE ATTESTED COPIES OF TESTIMONIALS as to character and competence, and in confirmation of the statements made by the Candidate in this Application.

15. PAYMENT PARTICULARS-

Enclosed herewith the demand draft for Rs.750/- issued by in the name of Indian Institute of Insurance Surveyors & Loss Assessors payable at Hyderabad.

I.....S/O.....

Solemnly confirm and declare that the particulars given in the above application are true to the best of my knowledge and belief. I have read out thoroughly all the Acts, rules, regulation, provisions and Code of Ethics of the institute before signing this application and signed the undertaking in my knowledge.

Place :-

Date :-

(Signature of the Applicant)

16. RECOMMENDATION BY UNIT -

I, Coordinator of..... Unit, hereby certify that the particulars given by the applicant has been verified with original. Mr. / Mrs / Miss.....is practicing as an independent surveyor hence, may be admitted as Licentiate /Associate /Fellow Member of IIISLA.

Date:

Signature with Seal

17. RECOMMENDATION BY CHAPTER/ZONE -

I Chairman of..... Chapter/Zone, hereby certify that the particulars given by the applicant has been verified by me as per recommendation ofUnit. As Mr./Mrs/ Miss..... is practicing as an independent surveyor hence, may be admitted as Licentiate /Associate /Fellow Member of IIISLA

Date:

Signature with Seal

18. APPROVAL FROM CENTRAL MEMBERSHIP COMMITTEE :-

Mr/Miss/Mrs.....bearing License No. – SLA-.....is awarded as a Fellow/Associate/Licentiate/Student vide M.No.-of the Institute. As per undertaking the member should follow the regulations under Memorandum and Article 12 of Articles of Association of Indian Institute of Insurance Surveyors and Loss Assessors.

Chairman
Membership Committee

Vice President

Administrative Secretary



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UNDERTAKING BY APPLICANT

To the Council of the Indian Institute of Insurance Surveyors and Loss Assessors (IIISLA)

Ibearing License No.- SLA -valid up to
..... Address..... S
tate.....Pin Code:-.....e-mail id

desire to be promoted to the Indian Institute of Insurance Surveyors and Loss Assessors (IIISLA) as a Fellow/Associate/Licentiate/ Student member or for any category for which the Council thinks me eligible, in accordance with the rules /bye-laws as they now stand or as they hereafter be altered.

I append hereto a full and accurate statement of my qualifications and experience.

UNDERTAKING

I; the undersigned; do hereby declare and affirm that, in the event of my selection as a Fellow/Associate/ Licentiate/Student Member, I will be governed by the rules and regulations under Memorandum and Article 12 of Articles of Association of Indian Institute of Insurance Surveyors and Loss Assessors, as they now are, or as they may hereafter be altered and that, I will accept the decisions of the Council in all matters dealt with by them in accordance with the provisions to the bye-laws, code of ethics and rules regulations and will forthwith cease to describe myself as a Member or to designate myself as belonging to the Institution in any other form, on receipt of a notice from Institute that, acting under powers conferred upon them by the bye-laws and regulations, the Council have declared me to be no longer a Member of the Institution. I undertake that I will promote the objects of the Institute. I also undertake to abide by the professional conduct rules and/or Code of Ethics that the Council of the Institute as amended from time to time.

I, further UNDERTAKE that in the event of my desire to resign from my membership of the Institution or if I am expelled from the Membership of the Institution, I will pay the current subscription fees and arrears if any and return to the Institute its Membership Certificate and Membership Card. On signifying in writing to the President for the time being such desire to resign from the Institution or expelled from the membership of the Institution, I shall (after complying with this UNDERTAKING) be free from the foregoing obligations.

I also UNDERTAKE that the Institute is entitled to recover the current year subscription, arrears of subscription if any or other dues from me through Hyderabad Court of Law and I will be responsible to pay the cost of expenses incurred in this respect by the Institute. I accept responsibility for the accuracy of the particulars contained in this application with regard to my qualifications and experience and agree that if I am elected the validity of my selection shall depend upon the accuracy of such particulars as required by the bye-laws of the Institution.

Further, I also agree that I will not write myself as member; in the event if my membership is ceased / suspended. I will withdraw in writing myself as a Member.

Witness my hand thisday ofyear

Place :

Signature of the Applicant

1. Type or fill all columns in **CAPITAL** letters
2. Enclose a demand draft of Rs.750/- drawn in favour of " *Indian Institute of Insurance Surveyors & Loss Assessors*" Payable at Hyderabad.

For Office Use-

Received Rs.-/Vide Receipt No.
Dated:-/...../.....

(Accountant)

(Secretary)

Received by the Office..... onyear..... with Rs...../- vide Cheque/Draft No..... Dated...../...../.....By(Banker's Name)..... Approved in the Membership Committee Meeting held on atand Approved by Council as **FELLOW / ASSOCIATE / LICENTIATE** and Awarded the Membership No.-

Signature

Deferred or Declined on year

Chairman(Membership Committee)

Certificate of Membership sent on year

ENCLOSURES

I enclose the following -

1. Copies of Certificates, Surveyor License held by me presently and in the past attested by a Supporters or a Gazetted Officer (with his Seal) or attested by a Notary.
2. Two passport size photograph in addition to the one pasted on application, and another on the undertaking.
3. Duly Signed undertaking.
4. Demand Draft dated _____ for Rs. _____/- issued by _____ (Banker's Name) drawn in favour of 'Indian Institute of Insurance Surveyors & Loss Assessors' payable at Hyderabad.

(Please note that payments made in any other form shall not be accepted by the Council)

5. **Copies of Certificates details**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

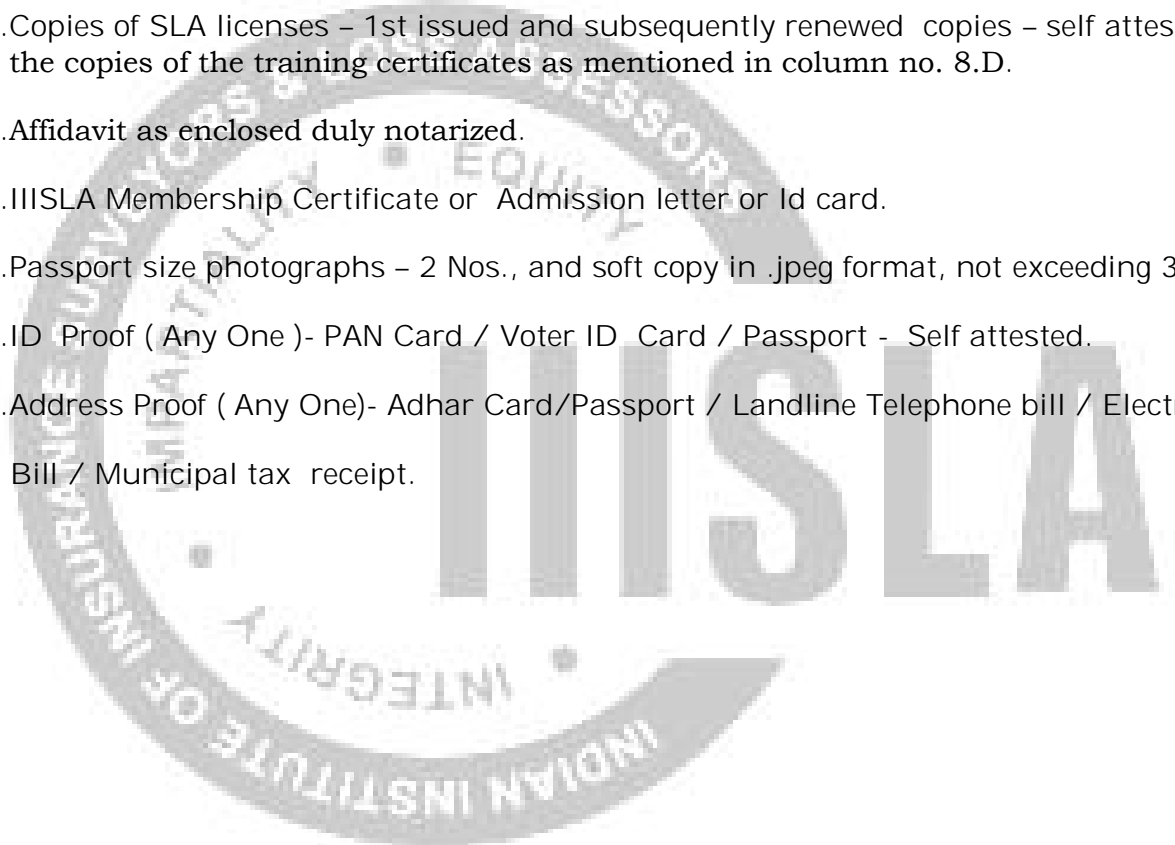
6. **Copies of Surveyor Licenses**

1. SLA No..... Valid from.....to.....
2. SLA No..... Valid fromto.....
3. SLA No..... Valid fromto.....
4. SLA No..... Valid fromto.....
5. SLA No..... Valid fromto.....
6. SLA No..... Valid fromto.....

Application form duly filled in along with necessary enclosures and payment are to be sent at the Administrative Office.

CHECK LIST:

- 01.Application Form duly completed in all respect.
- 02.DD of Rs.750/- for the Membership Certificate & Identity Card.
- 03.Details of payment for the current year subscription: (if not paid so far, please add this amount to the payable amount mentioned at 02 above).
04. Copy of Qualification Certificates Such as Diploma, Degree, PG, Phd., -duly attested by Supporters.
- 05.Copies of SLA licenses – 1st issued and subsequently renewed copies – self attested and the copies of the training certificates as mentioned in column no. 8.D.
- 06.Affidavit as enclosed duly notarized.
- 07.IIISLA Membership Certificate or Admission letter or Id card.
- 08.Passport size photographs – 2 Nos., and soft copy in .jpeg format, not exceeding 3 MB.
- 09.ID Proof (Any One)- PAN Card / Voter ID Card / Passport - Self attested.
- 10.Address Proof (Any One)- Adhar Card/Passport / Landline Telephone bill / Electricity Bill / Municipal tax receipt.



(All the new applicants applying for membership are required to submit the below mentioned affidavit on Indemnity Bond Paper of Rs 20/- duly notarized and enclosed it with the application)

AFFIDAVIT

I-----S/o-----aged ----- years have submitted an application for membership in Indian Institute of Insurance Surveyors and Loss Assessors (IISLA) and in the event of my enrollment as a Associate / Licentiate / Student Member, I sincerely state on oath and undertake as follows –

1. I shall abide by all duties, responsibilities, code of conduct and ethics of IISLA. as they now are, or as they may hereafter be altered time to time and will maintain absolute integrity and utmost devotion to my duty and profession.
2. I shall abide by the rules, regulations, bye-laws notifications and guidelines under Memorandum and Article of Association of IISLA and I will accept the decisions of the council in all matters dealt with by them time to time.
3. I affirm that I possess all the necessary qualifications required to become a member of IISLA and the documents produced in such proof are genuine and if any discrepancy is found, I agree that IISLA may take all appropriate action against me and shall to remove me from the register of Membership..
4. I undertake to intimate in advance to IISLA in the event of discontinuing my independent practice as an Insurance Surveyor and Loss Assessor and I shall voluntarily surrender my membership, in the event of discontinuing independent practice as an Insurance Surveyor and Loss Assessor.
5. I agree that if I fail to surrender my membership in the event of discontinuing my independent practice as an Insurance Surveyor and Loss Assessor, IISLA is entitled to remove me from membership without any notice.
6. In the event of going for an employment in any Insurance Companies or any other Industry or Firm without surrendering my Membership, the Institute is at liberty to remove my name from the membership register permanently.
7. I shall not involve in contract survey/ out sourcing agencies in survey work.
8. I will possess a valid Insurance Surveyor and Loss Assessor License issued by IRDA and I agree to keep it alive during my period of membership with IISLA.
9. I, further undertake that in the event of my desire to resign from my membership of the Institute or if I am suspended or expelled from the Membership, I will pay all the dues if any and to return Membership Certificate and Identity Card to the Institute.

Solemnly affirmed that the above undertaking affidavit is made with free will and on my own volition upon fully understanding each and every statement therein.

Witness :
Name & Address

1. Signature of Deponent

2. Notary