

Statement of Sales / Stock of Study Courses Account as on _____

Guidelines to Associated Institute for indenting study courses and submission of stock statement :-

- (i) The Associated Institute should plan their requirement of study courses sufficiently in advance and sent the indents, in the prescribed indent form as per the format enclosed.
- (ii) The indent to be sent through e-mails at bvvaidya@iii.org.in and studymaterial@iii.org.in
- (iii) We will need 15 days time for supply of the same, subject to availability of stock.
- (iv) No supply will be made to any Associated Institute, whose latest Quarter statement along with the full remittances are not received and reconciled with our records.
- (v) Once the stock is dispatched, the dispatch particulars along with the scanned copy of the Transfer of The Goods Voucher will be e-mailed to the concerned Associated Institute so that the supply can be checked immediately on receipt of the same. The green copy of acknowledgement must reach us within 7 days. If there is any difference, it should be immediately brought to our notice within 7 days. Complaint of any shortage later on will not be entertained.
- (vi) **Writing off :-**

Before writing off of any study courses and deleting them from the statement, the request for write off must come with all details like no. of books to be written off, the cost involved, reason for write off etc, and only after written approval from us, the stock can be deleted from your stock.
- (vii) **Quarterly statement :-**

Quarterly statement should positively reach Insurance Institute of India by 7th of the month following the closer of the quarter, in the prescribed format along with the full payment.
- (viii) Associated Institutes need to ensure that the opening stock of study courses shown in this statement is the same as that of closing stock in the previous statement. If there is any variation please give the details in the remarks column with reason thereof. Also all the stock received during the quarter must be included in the quarterly statement of that quarters.
- (ix) The statement should duly signed by the Hon. Secretary or any other authorized official of the Institute with the official stamp.
- (x) 15% service charges to be deducted on total sale of the study courses.
- (xi) The payment should be preferably be made through CMS and scanned copy of CMS slip to be sent the Accounts departments immediately.
- (xii) The Associated Institute are advised not to deduct any payment due to them from any department from the sale proceeds of the study material. The full sales proceed less service charges must be sent along with the quarterly statement along with the payment summary in the enclosed format.
- (xiii) At the years end C.A. certified audited statement must be sent to us by 30th April, every year.

Payment Summary

Name of Associated Institute : _____
Quarterly Statement Due : _____
Total Sale : (₹) _____
Less : 15% Service Charges : (₹) _____
Net amount remitted : (₹) _____
Mode of Remittance : _____

We have physically verified the stock of study courses and other saleable literature and we certify that they are correct as furnished in the statement.

Hon.Secretary

_____ Insurance Institute



भारतीय बीमा संस्थान

INSURANCE INSTITUTE OF INDIA

G Block, Plot No.C-46, Bandra-Kurla Complex,

Bandra (East), Mumbai – 400 051.

Phone : 022-26544200 / 255 / 258

Direct : 022-26541168

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Email : studymaterial@iii.org.in

mehta@iii.org.in

bv vaidya@iii.org.in

FOR I.I.I.'S USE ONLY

		(₹)	Ps.
Receipt No.	Dt.		
JE No. (For service charges)	Dt.		
JE No. (For others)	Dt.		
Total			

Prepared by _____

Date : _____

Checked by _____

Study Course Statement as on _____

1	2	3		4		5		6		7	
Study Course No.	Price per copy (₹)	Opening Stock as on _____		Receipt		Sub-total (3-4)		Sales		Closing Stock as on _____	
		Copies	Amount (₹)	Copies	Amount (₹)	Copies	Amount (₹)	Copies	Amount (₹)	Copies	Amount (₹)
Total C/d or B/d											
Associateship											
IC 21 English	130										
IC 21 Hindi	130										
IC 22 (Revised) English	130										
IC 22 (Revised) Hindi	130										
IC 23 (Revised) English	130										
IC 23 (Revised) Hindi	130										
IC 24 (Revised) English	130										
IC 24 (Revised) Hindi	130										
IC 25 English	130										
IC 25 Hindi	130										
IC 26 (Revised) English	130										
IC 26 (Revised) Hindi	130										
IC 27 (Revised) English	130										
IC 27 (Revised) Hindi	130										
IC 28 English + actuarial table	130										
IC 45 (Revised) English	130										
IC 45 (Revised) Hindi	130										
IC - 46 (Revised) Eng	130										
IC 46 (Revised) Hindi	130										
IC 51 English	130										
IC 51 Hindi	130										
IC 52 English	130										
IC 52 Hindi	130										
IC 54 English	130										
IC 54 Hindi	130										
IC 55 English	130										
IC 55 Hindi	130										
IC 56 (Revised) English	130										
IC 56 (Revised) Hindi	130										

Total C/d or B/d

Study Course Statement as on _____

Study Course No.	Price per copy (₹)	Opening Stock as on _____		Receipt		Sub-total (3-4)		Sales		Closing Stock as on _____	
		Copies	Amount (₹)	Copies	Amount (₹)	Copies	Amount (₹)	Copies	Amount (₹)	Copies	Amount (₹)
Total C/fd or B/fd											
IC 57 (Revised) English	130										
IC 57 (Revised) Hindi	130										
IC 58 (Revised) English	130										
IC 59 (Revised) English	130										
IC 59 (Revised) Hindi	130										
IC 61 English	130										
IC 61 Hindi	130										
IC 62 English	130										
IC 62 Hindi	130										
IC 63 English	130										
IC 63 Hindi	130										
IC 65 English	130										
IC 65 Hindi	130										
IC 66 (Revised) English	130										
IC 66 (Revised) Hindi	130										
IC 67 (Revised) English	130										
IC 67 (Revised) Hindi	130										
IC - 68 English	130										
IC - 68 Hindi	130										
IC 69 (Revised) English	130										
IC 69 (Revised) Hindi	130										
IC - 71 (Revised) English	130										
IC 71 (Revised) Hindi	130										
IC 72 (Revised) English	130										
IC 72 (Revised) Hindi	130										
IC 73 English	130										
IC 73 Hindi	130										
IC 74 (Revised) English	130										
IC 74 (Revised) Hindi	130										
IC 77 (Revised) English	130										
IC 77 (Revised) Hindi	130										

Total C/fd or B/fd

Study Course Statement as on _____

Study Course No.	Price per copy (₹)	Opening Stock as on _____		Receipt		Sub-total (3-4)		Sales		Closing Stock as on _____	
		Copies	Amount (₹)	Copies	Amount (₹)	Copies	Amount (₹)	Copies	Amount (₹)	Copies	Amount (₹)
Total C/fd or B/fd											
IC - 78 (Revised) English	130										
IC 78 (Revised) Hindi	130										
IC 79 English	130										
IC 79 Hindi	130										
CIS											
IC 31 English	100										
IC 31 Hindi	100										
Fellowship											
IC 81	175										
IC 82	175										
IC 82 (Revised) + statistical table	175										
IC 83	175										
IC 85 (Revised)	175										
IC 86 (Revised)	175										
IC 87	175										
IC 88	175										
IC 89	175										
IC 90	175										
IC 92	175										
IC 97	175										
IC 98	175										
IC 99	175										
IRDA											
Agents IRDA Model QP (NL)	20										
IC 34 English (Revised)	75										
IC 34 Hindi (Revised)	75										
Licentiate											
IC 01 (New-Revised) English	150										
IC 01 (New-Revised) Hindi	150										
IC 02 (New-Revised) English	150										

Total C/fd or B/fd

Study Course Statement as on _____

Study Course No.	Price per copy (₹)	Opening Stock as on _____		Receipt		Sub-total (3-4)		Sales		Closing Stock as on _____	
		Copies	Amount (₹)	Copies	Amount (₹)	Copies	Amount (₹)	Copies	Amount (₹)	Copies	Amount (₹)
Total C/fd or B/fd											
IC 02 (New-Revised) Hindi	150										
IC 11 (New-Revised) English	150										
IC 11 (New-Revised) Hindi	150										
IC 14 (New-Revised) English	150										
IC 14 (New-Revised) Hindi	150										
Others											
IC 101	350										
IC A1	225										
IC A2	225										
IC A3	225										
IC A4	225										
Surveyors											
S01	350										
Total											

Remark:
