Registration Process for Bulk Re -Renewal Transfer Candidates

After 3 Year corporate agent should renew their candidate's licence. For Licience candidate has to complete 25 hours training. Below mentioned process is for **second time renewal** and **transfer candidates** from one company to another company. This process is applicable for Bulk registration.

Steps

1) Preparation of excel file.
2) Upload excel file for repayment
3) Payment

Step 1 : Preparation of excel file

Preoare Excel sheet as per below mentioned format for Upload on portal.
- Excle file should be with below mentioned heading in capital letters.
- Sheet save in Microsoft Excel 97-2003 Worksheet
- Sheet Name Should be Sheet1

Step 2 : Upload excel file for repayment

IRDAI Examiantion –Corporate Agent – Renewal Online Training – Update Data Bulk Payment

Registration Process for Bulk Re -Renewal Transfer Candidates

Select the below mentioned option to upload Excel file for Re –renewaL **(2nd time renewal after 3 years)** transfer cases

Below screen will appear. Click on Choose File for upload the excel file.

After choosing file – File name will appear on the screen. Then click on upload

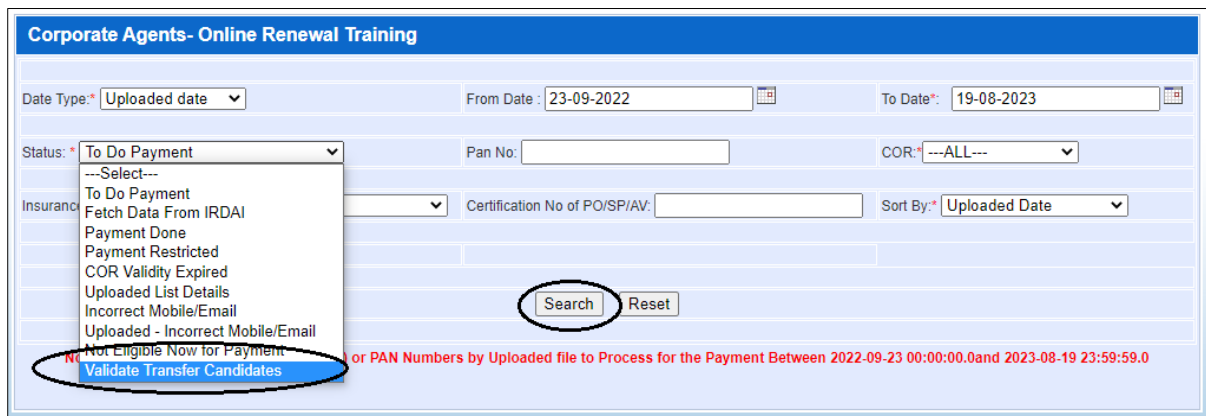After uploading below message will show on screen

Registration Process for Bulk Re -Renewal Transfer Candidates

Step 3 : Payment

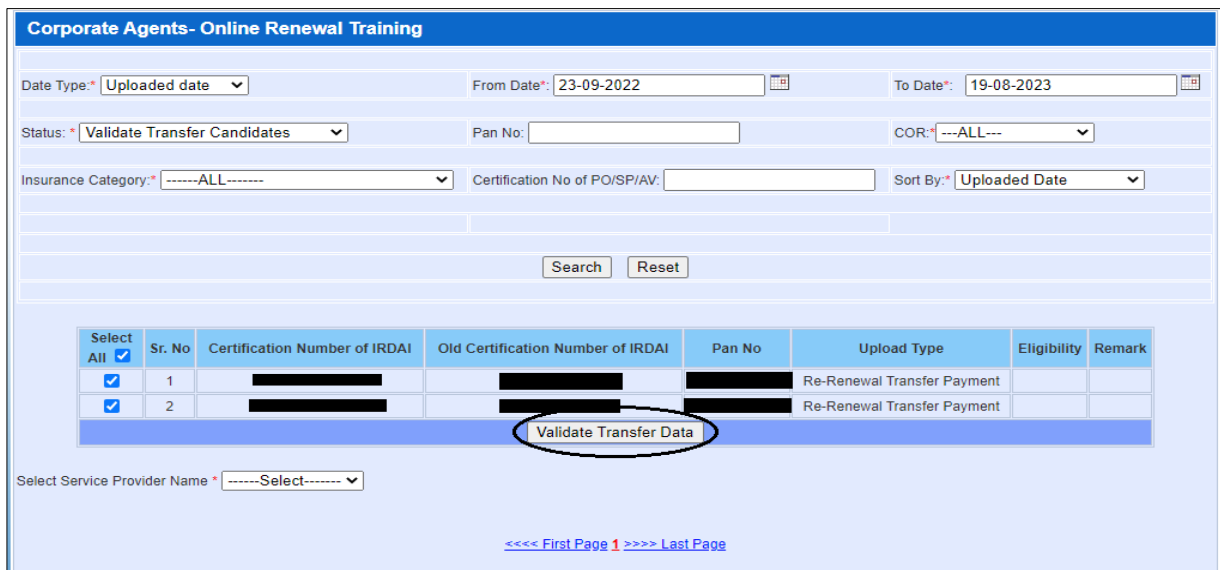IRDAI Examiantion –Corporate Agent – Renewal Online Training – Payment of Bulk Renewal

Select **Validate Transfer Candidate** option and click on search

Records will show on screen click on Validate Transfer data

Registration Process for Bulk Re -Renewal Transfer Candidates

After validating records below details will show on the screen

Select option **To do payment** and click on **search**

Below screen will appear select the option as mentioned in the Screen shot and click on the Go to Payment

Registration Process for Bulk Re -Renewal Transfer Candidates

It will provide you screen for Payment Confirmation. Check the details and click on Yes.

Renewal Online Training of Corporate Agents - Payment Confirmation

Date : 23/09/2022	Order No : 82851022
Company Name	███████████████
Email	███████████████
Mobile	███████████
GSTIN Number	███████████████
GSTIN State	Rajasthan

Payment Details

Reference Id	1508
No Of Candidates	2
Payment for Training	1000.0
IGST	180.0
Grand Total	1180

You can make payment using your Credit/Debit card as well Internet Banking.

Payment Charges

Mode of Payment	Charges applicable
Internet Banking	Rs.12 per Transaction
Debit Card (Visa / Master)	1.00% of Transaction Amount (Minimum Rs.12/-)
Credit Card	1.50% of Transaction amount (Minimum Rs.12/-)
Amex/Diners card	3.00% of Transaction amount (Minimum Rs.12/-)
Wallet / Prepaid Card	Rs.12 per Transaction
Minimum Charges	All Charges subject to a minimum of Rs. 12/- per transaction.
Mobile wallets / Cash cards	For PayTM wallet : 2.00% of Customer Payment Amount For all others: 1.75% of Customer Payment Amount
UPI / UPI QR	NIL

I have read and understood the Help Manual available on website.
I agree that decision of III in all the matters will be final and binding upon me.

Please Confirm
[Yes] [No]

After payment done successfully receipt will generate.