To,   Date: 29-09-2017

All Corporate Agents

<center>**Re: - Training Payment.**</center>

Dear Sir / Madam,

We are pleased to provide you the following information which will be useful for you while registering for Online Training.

1. **Training Payment on www.insuranceinstituteofindia.com website**

   A. **Single Registration Other than Corporate option ->**

      The link is as per follows:-
      https://www.insuranceinstituteofindia.com/web/guest/single-registration-other-than-corporate

      The path name is as follows –>
      IRDAI Examinations (menu)-> Corporate Agent -> **Single Registration Other than Corporate**
      Following facilities are available for this option.

      While making the payment using this option, we request you to please ensure that URN is valid and have enough time to complete the training and examination.

      ➢ Using **Single Registration other than Corporate** option, the individual candidate can make the payment.
      ➢ Using **Single Registration other than Corporate** option, the individual candidate can make the payment if the Training Period (60 days) is deactivated.
      ➢ Using **Single Registration other than Corporate** option, the individual candidate can make the payment if candidate could not pass the examination within six months from the previous training completion date and again wants to register for the training.

   B. Corporate Agent can make the payment towards training for multiple candidates using online payment or web-wallet option.

      To make the bulk payment, please create your company profile on the website **www.insuranceinstituteofindia.com** to create login id and password using following link.
      https://www.insuranceinstituteofindia.com/web/guest/corporate-profile-creation1

      1) Online Payment - The Corporate Agent can make the online payment towards Online Training using Debit Card or Credit Card or NEFT option for multiple candidates.
      In this case, the system will ask for the TDS option i.e TDS - "Yes" or TDS - "No".
      ➢ If you select TDS option - "Yes", the system will deduct TDS Amount (10% of Training Fees) which you have to pay to Income Tax Authority and share TDS Certificate to us.

भारतीय बीमा संस्थान
INSURANCE INSTITUTE OF INDIA

'जी' ब्लॉक, प्लॉट नं. सी-46, बान्द्रा - कुर्ला संकुल, बान्द्रा (पूर्व), मुंबई - 400 051.
'G' Block, Plot No. C-46, Bandra - Kurla Complex, Bandra (East), Mumbai - 400 051.
Phone : 022 - 26544200 • Website : www.insuranceinstituteofindia.com

> If you select TDS option - "No", the system will not deduct TDS amount. As you are making the full amount to us, you need not to pay TDS to Income Tax Authority.
> You can refer help manual for online payment using following link.
> https://www.insuranceinstituteofindia.com/documents/10156/7df38dac-8b29-4bf3-9ebf-d12d11f204f7

2) Web-Wallet Payment - The Corporate Agent can make the advance payment towards Online Training using NEFT. In this case, the minimum amount for NEFT will be Rs. 50,000/- + GST (18% on Training Fees) - TDS (10% on Training Fees) = NET Amount .

In this case, the system will deduct TDS Amount (10% of Training Fees) which you have to pay to Income Tax Authority and share TDS Certificate to us only for the Advance payment transaction which you will make by NEFT option.

In this case, the system will not charge GST to actual transaction i.e. Rs. 750/- will be deducted per candidate.

Using Web-Wallet, you can save bill desk charges per candidate if you make the payment by online mode.

You can refer help manual for Web-Wallet payment using following link.

https://www.insuranceinstituteofindia.com/documents/10156/3acb34b9-1940-44c0-ac0c-3dc8c9599760

2. Reports - Training and Payment

To access the reports of Training Details Report and Payment done for the Training , please create your company profile on the website **www.insuranceinstituteofindia.com** to create login id and password using following link.

https://www.insuranceinstituteofindia.com/web/guest/corporate-profile-creation1

Path Name of report option is as follows:

IRDAI Examinations-> Corporate Agent-> Full Report.

Following search Criteria are available on the website

1) URN 2) PAN 3) Mobile No 4) Transaction Date

3. To Download the Duplicate Receipt - You can download the payment receipt of the payment which is done towards Online Training.

If the payment is done using your login id and password, the receipt can be downloaded on the name of Corporate Agent.

If your candidates are making the payment using the option "Single registration other than Corporate", then also you can view their records using the option "Corporate Agent-> Full Report" and can generate the receipt also.

Yours Faithfully,

Chitra Raikar
Administrative Officer