



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

Date : 04th October, 2018

To

All Corporate Agents,

Re: Renewal Online Training for Principal Officers/Specified Persons/Authorised Verifiers.

As per the IRDAI (Registration of Corporate Agents) Regulations dated 20th August 2015, all Principal Officers, Specified Persons and Authorised Verifiers have to undergo 25 hours Renewal Online Training to apply for **renewal** of their certificates.

We are pleased to inform you that Insurance Institute of India has started the Renewal Online Training for the holders of PO/SP/AV certificates which are expiring on 31st March 2019.

Corporate Agents are requested to enrol the Principal Officers/Specified Persons/Authorised Verifiers whose certificates are due for renewal in March 2019 and get their Renewal Online Training completed at the earliest in order to avoid last minute rush, as large number of SPs/AVs certificates are due for renewal in March 2019.

Steps for Renewal Online Training:

1. The Individual Candidate also can make the payment for the Renewal Online Training using following link

<https://www.insuranceinstituteofindia.com/web/guest/single-registration-for-renewal-online-training>

2. **The Help manual for Single Registration is available on following link**

<https://www.insuranceinstituteofindia.com/documents/10156/07544719-58c1-4da8-8da2-0056f2fa0d0a>

3. To start the renewal training registration – Bulk payment, every corporate agent has to **log in to www.insuranceinstituteofindia.com**.

4. After using login id and password of www.insuranceinstituteofindia.com, you can upload the Certification No or PAN Nos of the candidates who are eligible for the renewal training under following path and can proceed for the payment for online training.

www.insuranceinstituteofindia.com -> IRDAI Examinations-> Corporate Agents->Renewal Online Training-> Upload Certification No/Pan No

Please refer the Help manual for Bulk Registration on following link.

<https://www.insuranceinstituteofindia.com/documents/10156/d28c254d-52d7-49d1-a27b-7bad41dd8d6e>

5. After selecting the candidates, the corporate agent can make the payment of Renewal Training. Renewal Online Training fee is Rs 500/-+ GST per PO/SP/AV.

www.insuranceinstituteofindia.com -> IRDAI Examinations > Corporate Agents->Renewal Online Training-> Renewal Training – Bulk Payment

6. The mode of payment of renewal training fee will be Online Payment and Webwallet.

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7. As soon as the payment is done, the candidate (PO/SP/AV) will receive SMS of the training credentials to start the training on the registered Mobile Number. The system will also send Auto-Email to the candidate as well as to the Contact Person Email ID of the company Profile.
8. The candidate can complete the online training on the computer system or on Mobile or on both.

The candidate can access the training using the training link <https://iiiindia.org.in>. In this case, Mobile Number will be Login Id and Password will generated as one time password (OTP) which will be sent by SMS on the registered Mobile Number.

The renewal online training will be of 25 hours. The online training of 25 hours has to be completed within 30 days from the date of registration/enrolment.

After completion of 25 hours of online training, the candidate can download the training completion certificate using following path

www.insuranceinstituteofindia.com-> IRDAI Examinations-> Corporate Agents->Renewal Online Training

In case of any query, you can contact to Regulatory Training and Examination department on reg.exams@iii.org.in Help Desk No- 022-26544257/208/220

Please note that the real time data migration will be done from 01st November 2018 i.e. If any changes are done on www.irdaonline.org website, the same changes will be reflected on www.insuranceinstituteofindia.com.

NOTE: After completing 25 hours Renewal Online Training, corporate agents have to apply for renewal of certificates of Principal Officers, Specified Persons and Authorised Verifiers through the IRDAI Corporate Agency Portal at www.irdaonline.org. (The renewal process of Registration of Corporate Agents will start on 01st January, 2019 on the website www.irdaonline.org). Detailed instructions regarding renewal process will be issued by the IRDAI shortly.

Yours Faithfully,


P Venugopal

Secretary General

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