

5. ON-LINE REGISTRATION

Candidate seeking admission to any of our professional examination can register/enroll by the click of mouse on our website www.insuranceinstituteofindia.com. Under the link “Admission” the user can access to the corresponding link of examination

The online admission facility is available on our website for following types of examination:

Licentiate – New registration
Licentiate – Already Registered
Associateship
Fellowship
CIS – New registration
CIS – Already Registered
Surveyors – Already Registered
Actuarial Science – New Registration
Actuarial Science – Already Registered
Specialised Diploma – New Registration
Specialised Diploma – Already Registered

At present candidates can make payments to Insurance Institute of India online, real-time using the Billdesk Directpay Gateway. Candidates can use Visa, Master card, Online Net Banking options with over 40 Banks. Online registration window shall remain active till the last date mentioned for receipt of forms.

Steps to be followed while enrolling for the examination through this window by the candidate:

- I. Fill the Registration form with proper and accurate details.
- II. Note the Unique ID, which is generated.
- III. Note the transaction ID while it is flashed on the screen before entering into the “Axis payment gateway”. Fill the details of Credit/Debit Card after going to “Payment gateway”.
- IV. **You will receive Auto mail & SMS. In case, you do not receive mail, you can check confirmation of payment on III website by going through ‘Confirmation of Online Registration Payment’ option.**
- V. Registration shall be deemed valid only in case of successful receipt of payment. In case payment is unsuccessful, first check with your Credit/Debit Card Company or else contact with Administrator (Accounts Department) before registering again to avoid Duplicate Processing on following: Email ID accounts@iii.org.in .
- VI. Please mention transaction ID and Unique ID as a reference while entering into any kind of pre - examination correspondence with the Institute.
- VII. Candidate should submit the requisite documents to the Institute to effect any change of name in our database as the name correction will not be effected in absence of valid proof.

In Case of Double Payment of Fees, you are requested to follow the procedure for refund given below:

- I. You have to request your credit card company to revert back one transaction by filling query form of your credit card company.
- II. Your credit card company will approach our banker for the same and our banker will forward the request to us.
- III. After verification of our records we will instruct our banker to pay back the amount immediately.
- IV. The amount will be directly credited to your Credit / Debit Account.

Above entire process will take about 20 days.