

**College of Insurance**  
**Insurance Institute of India, Mumbai**  
**Appreciation Programme for Principal Officers**  
**Program ID: CPB3**  
**(From: 05<sup>th</sup> to 06<sup>th</sup> December, 2019)**

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**Relevance of the Program:-**

The IRDAI Corporate Agents Regulations of 2015 provides a comprehensive framework for the working of corporate agents. It provides that a Corporate Agent may tie up with a maximum of three life insurers, three general insurers and three health insurers for soliciting, procuring and servicing Insurance Business. The regulations define and specify the qualifications for Principal Officers and Specified Persons; outline the requirements for registration and its renewal; lays out steps for grievance redressal; prohibit multi-level marketing and sets norms for dealing with conflicts of interests and code of conduct to be followed. Importantly, they give details about records and books of account to be maintained by the Corporate Agent.

The regulations also place a large onus of responsibility on Corporate Agents as intermediaries. The Principal Officer, as the Nodal Officer appointed by the bank / other corporate agents, has the responsibility for all insurance marketing activities, including ensuring compliance with the regulations. The role of the Principal Officer is difficult. Apart from the onus of responsibility in the matter of regulatory compliance, including its auditing by the regulatory authority, he/she has to supervise the activities of the Corporate Agency and play a vital role in the success of the Corporate Agent both in respect to sale and service of Insurance Products. The role calls for a thorough understanding of the regulations and its imperatives, including compliance and inspection. It also calls for developing strategies for promotion of insurance business.

On behalf of the Corporate Agent, the Principal Officer is responsible for maintenance of records giving various kinds of details - like information on their employees and vendors, details of new business, including proposal and policy details for new policies; details of renewal premiums, details of existing life, general and health insurance policies; details of lapsed policies during previous three years and person who sourced them; claims and reinsurance; payments made and received; complaints and grievances. In addition there are records related to license/registration and renewal; Organization chart and SOP manuals; Professional indemnity policies to be obtained by Corporate Agents; details of the Principal officer and

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Specified Persons; and on returns filed with the regulatory and tax authorities etc... The regulations also call for a board policy on Record maintenance. Further, under section 33 of the Insurance Act, the regulator is empowered to appoint investigation officers to investigate the affairs of insurers and their intermediaries.

This Program is designed with a clear appreciation of the difficulties faced by Principal Officers in understanding and compliance with the requirements of Corporate Agents' Regulations. It is suitable for Principal Officers of all Corporate Agents including Banks. The programme aims to enhance the competencies of the Principal Officer who is the backbone of the Corporate Agency system and the driving force for success of its business.

**Program Objective:-**

The participant would understand and get insights on

- Understanding and playing his/her role effectively in the context of the regulations
- Compliance with Regulations including inspection requirements
- Maintenance of records and reporting
- Developing strategies for Business Promotion and marketing through Specified Persons

**Participant Profile:-**

- The programme is designed for Principal Officers of Banks and other corporate agents. Officials associated with Principal Officers can also attend.

**Timing : 10.00 a.m. to 05.00 p.m.**

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**Enrolment:-**

To enrol for the training program please download the enrolment form and after filling in the necessary details submit your form and fees to the office of Insurance Institute of India, Plot C-46, G-Block, Near Dhirubhai Ambani International School, Bandra-Kurla Complex, Bandra (East), Mumbai – 400 051 by **28<sup>th</sup> November, 2019**

You can also do online enrolment through College of Insurance's website [www.coi.org.in](http://www.coi.org.in) on or before **28<sup>th</sup> November, 2019**.

**Program Duration: - 2 days from 05<sup>th</sup> to 06<sup>th</sup> December, 2019**

**Course Fees:-**

**Participants requiring residential facilities: Total amount Required –Rs. 10148-i.e. (Rs. 8600/- plus 9% CGST + 9% SGST).**

The fees cover tuition, course material, A/C single room accommodation in the Institute's campus and full boarding (bed tea/coffee, breakfast, lunch, light refreshments in the evening and dinner). All rooms are fully furnished with attached bathroom and Internet facility.

Rooms are reserved from 12.00 noon onwards the day prior to the commencement of the program. The participants can stay till 12.00 noon next day after the conclusion of the program.

**Non-residential participants: Total amount Required –Rs. 7316/-i.e. (Rs. 6200/- plus 9% CGST + 9% SGST).**

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The fees cover tuition, course material and day boarding (i.e. tea/coffee during tea breaks and lunch for actual days of training).

**Payment Terms and Conditions:-**

- 1) The payment should be received by the College of Insurance before the commencement of the program.
- 2) The confirmation of registration for the program will be subject to receipt of payment.
- 3) We do not consider any refund request or adjustment of fees against future programs in case of non attendance.
- 4) Fees should be paid by Demand Draft drawn in favour of "Insurance Institute of India" payable at Mumbai and forward it together with the "Enrolment form" available from College of Insurance's website [www.coi.org.in](http://www.coi.org.in) or by online payment mode by following the below link <http://www.coi.org.in/web/guest/programme-calendar>

**Please follow below link for Training Venue**

<https://www.google.com/maps/place/Insurance+Institute+of+India/@19.0636539,72.8670136,17z/data=!4m5!3m4!1s0x3be7c8ea29ccf0a5:0x8d0e92854f4dae94!8m2!3d19.0636488!4d72.8692023>

**✚ Parking Facility:**

**"VEHICLE PARKING IS NOT ALLOWED IN OUR CAMPUS".**

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**Course Co-ordinator:**

Mr P K Rao – 022-26544203      Email: [pkrao@iii.org.in](mailto:pkrao@iii.org.in)

**Respond to :-**

Mr D V Govekar	<a href="mailto:college_insurance@iii.org.in">college_insurance@iii.org.in</a>	022-26544247
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Ms A P Dalvi		022-26544254
Mr P M Tare		022-26544251

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**Nomination Form**

1) Name: \_\_\_\_\_

2) Address: \_\_\_\_\_

3) Educational Qualification: \_\_\_\_\_

4) Date of Birth: \_\_\_\_\_

5) Position Held.: \_\_\_\_\_

6) Mobile No : \_\_\_\_\_

7) Telephone No. : \_\_\_\_\_

8) E-Mail: \_\_\_\_\_

9) Alternate E-Mail: \_\_\_\_\_

10) Sponsoring Organisation: \_\_\_\_\_

11) Food preference:  Vegetarian  Non-Vegetarian

12) Hostel Facility Required:  Yes  No

13) Details of Fee Paid: Cheque / D.D. No. \_\_\_\_\_ dt. \_\_\_\_\_

Drawn on \_\_\_\_\_ Bank, for Rs. \_\_\_\_\_

Please  
affix your  
photograph  
here

\_\_\_\_\_  
Signature & seal of the authority  
of the Sponsoring organisation

\_\_\_\_\_  
Signature of the Participant

\*Name of Co-ordinator: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Email-Id.: \_\_\_\_\_ Company Name: \_\_\_\_\_

\*This column is mandatory for those participants who are sponsored by company.