

**IRDA/ FIC-2**

**Application for closing down the liaison office set by an insurance company  
Registered outside India**

**Instructions:**

1. The application should be completed and submitted to the Chairman, IRDA, Hyderabad in the format provided.

**Documentation:**

2. Certificate copy of the IRDA's permission for establishing the liaison office in India.
3. A certificate from the Chartered Accountant:
  - i) Indicating the manner in which the remittable amount has been arrived at and supported by a statement of assets and liabilities of the applicant, and indicating the manner of disposal of assets;
  - ii) Confirming that all liabilities in India including arrears of gratuity and other benefits to employees etc. of the office have been either fully met or adequately provided for;
  - iii) Confirming that no income accruing from sources outside India has remained unrepatriated to India
4. Tax Clearance/ No Objection Certificate from the Income Tax authorities for remittance
5. Confirmation that no legal proceedings in any court in India are pending and there is no legal impediment to the closure/ remittance.

The Chairman  
Insurance Regulatory and Development Authority  
3<sup>rd</sup> Floor, Parisrama Bhavan,  
Basheer Bagh,  
Hyderabad 500 004.

Sir,

**Re: Application for remittance of winding up proceeds of a liaison office in India of a person outside India**

SI.No.	Particulars	Comments
A	Name of the Company	
B	Address, Telephone No.	
C	IRDA's Approval No. & Date	
D	Name, Nationality & Passport details of current In-charge	
E	IRDA's approval of the current In-charge	
F	No. of persons on the rolls of the company	
G	Reasons for winding up	
H	Amount applied for remittance	
I	Documents Attached: 1. 2.(i) 2.(ii) 2.(iii) 3. 4. 5.	

**Declaration:**

I/ We hereby declare that the particulars given above and the documents submitted herewith are true and correct to the best of my/ our knowledge and belief.

Place:

Date:

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(Signature/s of Applicant)