

IRDA-FO-1

The Chairman
Insurance Regulatory and Development Authority,
3rd Floor, Parisrama Bhavan,
Basheer Bagh,
Hyderabad 500 004

Sir,

Re: Application for opening of a representative/ liaison office overseas by an Indian insurance company registered with IRDA

S. No.	Particulars	Details
A	General Information	
1	Full Name of the Insurance Company	
2	Place and Date of Incorporation	
3	Address of Head Office	
4	Registration No.	
B	Ownership & Management	
1	List of names and addresses of directors and their qualifications and principal business	
i)	Name & Address	
ii)	Qualifications	
iii)	Principal Business	
2	Name, Address and contact details of Chief Executive Officer of the proposed representative/ liaison office	
3	Name, designation, address and contact details of senior official at Head Quarters who will be responsible for overseeing the company's representative/ liaison office overseas	
C	Details of proposed representative/ liaison office overseas	
1	Location	
2	Purpose of opening the representative/ liaison office overseas	
3	Activities proposed to be undertaken.	
4	Estimated annual expenses and sources and manner of meeting these expenses	
5	Whether approval of the Government of India (in respect of LIC/ PSU's only) and Board of Directors has been taken. If so, please submit certified copies of necessary approvals.	
6	Copies of Government/ Regulatory approval or in-principle clearance from host country	

D	Financial Position of the Insurance Company	
1	Details of capital: i) Paid-up capital: ii) Free Reserves as per last audited Balance Sheet	
4	Highlights of financial position of the company based on last three years financial statements	
5	Solvency Margin Ratio	
7	Management Expense Ratio for last 3 years	
8	Combined Ratio for last 3 years	
9	Has Government of India or any Regulatory body taken any action or imposed any penalty, fine, etc on the Indian insurance company. If so, the details thereof.	
E	Supervisory Arrangements	
1	Details of supervisory arrangements to which the company is subject to in the jurisdiction where it is proposing to open a representative/ liaison office.	
F	Documents to be enclosed	
1	Copies of Memorandum and Articles of Association	
2	Last 3 years financial statements	
3	Certified copies of approval of the Government of India (in respect of LIC/ PSU's only) and Board of Directors	
4	Copies of Government/ Regulatory approval from host country or in-principle clearance received from them	
5	Copy of research undertaken, if any, to arrive at a decision of opening of representative/ liaison office in a the host country	

We hereby declare that:

- i) The particulars given above are true and correct to the best of our knowledge and belief;
- ii) We shall confine our activities outside India to the fields indicated in column C.3 above;
- iii) We will abide by the terms and conditions that may be stipulated by Insurance Regulatory and Development Authority, if approval is given.

Place: (Signature of Authorised Official of the Applicant Company)

Name:

Date:

Designation: