

For Surveyors License Renewal

1. If you do not have USER ID and PASSWORD to login IRDA Surveyors Portal then get one by sending email request along with scanned copy of previous license and any identity proof preferably Adhaar Card to the following email

surveyor@irda.gov.in

You will get User ID and Password within 24 hours.

2. Login to the following website of IRDA Surveyor Portal.

www.irdabap.org.in

(Also, make sure you use Internet Explorer 8 or above as a browser for using the website with the following Add on available in your system)

Java Runtime JDK 1.60

Adobe Acrobat Reader 9.0 version

3. Enter your Profile
Name, Address, Email ID and Contact Number.
4. Change your Password.
Please note that you cannot change your user id.
5. Log off and Log in again using your new Password.
6. Click on Surveyor-Individual option on main menu
7. A Sub Menu will open just below the Main Menu
8. First update all five previous years returns as tabulated in the portal.

(For details refer Form 12 (separately available in motorinsurancesurveyor.com. First you can get ready a hard copy of the same before Log in of the portal)

(follow the instructions in the portal and SUBMIT

9. Keep ready the scanned copy of the following documents (in pdf format) and save in a separate folder in your system)
 - a. Copy of the Previous year license
 - b. Copy of the Affidavit (separately available in this website)
 - c. Copy of all Educational and Technical Qualifications
 - d. Passport size photo
 - e. Copy of the Photo ID Card
 - f. Copy of Membership Certificate of Institute of Insurance Surveyors & Adjusters
 - g. Copy of the Address proof. (preferably Adhaar Card)
 - h. Scanned signature.

10. Click on Sub-Menu Licensing and enter all the details called for. Follow the instructions carefully and submit the form after uploading all the documents and scanned signature. You will get confirmation on the portal, your mobile number and simultaneously to your Email ID.

11. Before log off note down the Ref. No and save a copy of the successful submission of your application.

12. If every details submitted by you are correct you will get your renewed license within 15 working days.

Admin,

www.motorinsurancesurveyor.com