ONLINE REGISTRATION OF INSURANCE AGENTS FOR THE YEAR 2016

PUBLIC NOTICE

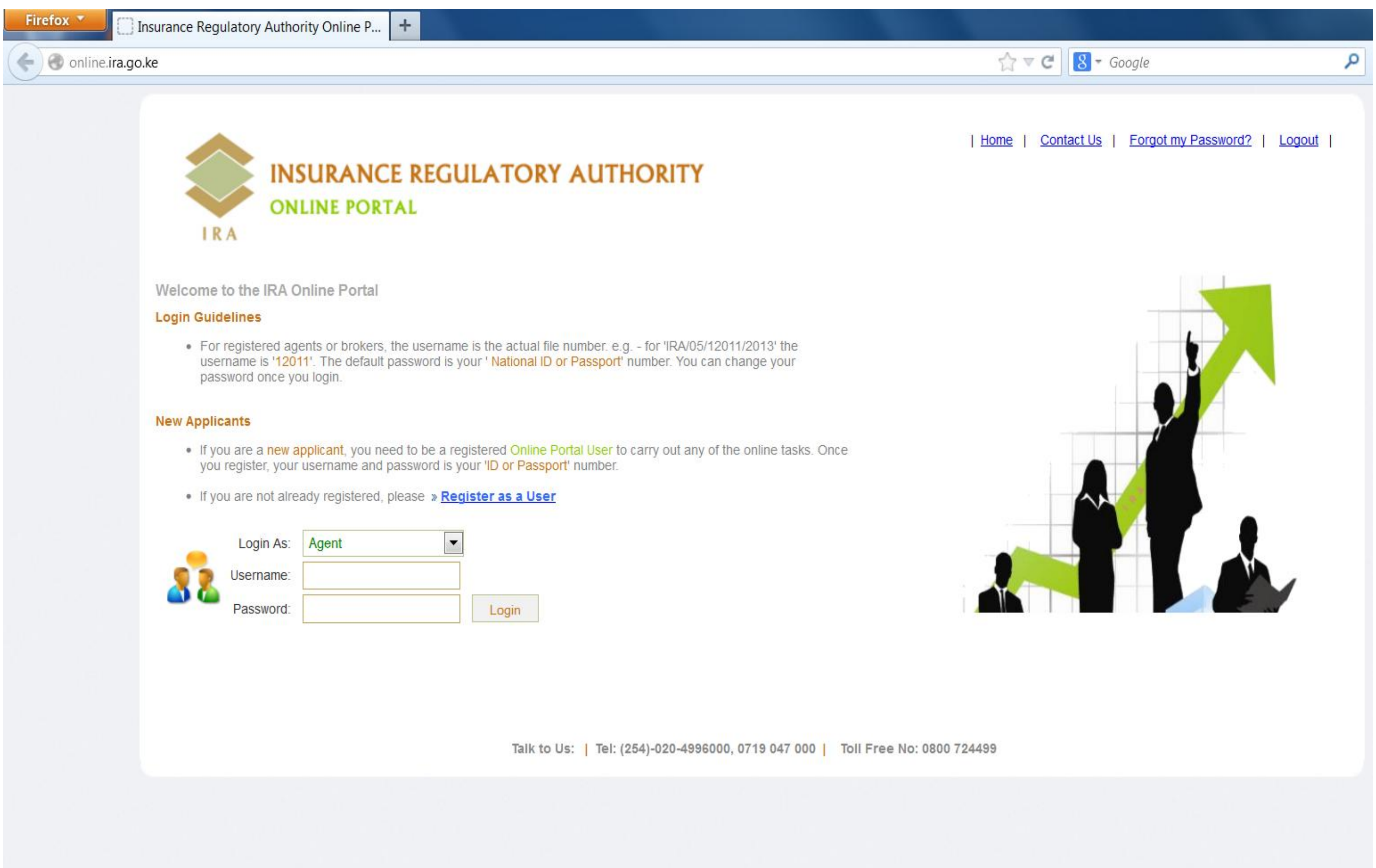
The Insurance Regulatory Authority (IRA) would like to notify all insurance agents that application for registration (new) or renewal of the same for the year 2016 shall be done through the online portal. Brokers and MIPs will do their application on the ERS system and will no longer use the Online Portal for registration.

NB: NO application shall be received in hard copy. Following are the steps for on-line application for the Agents.

APPLICATION FOR REGISTRATION FOR AGENTS FOR THE YEAR 2016

STEP 1: ACCESS

Access the online registration portal by entering www.online.ira.go.ke on the URL of your browser or click the link for "Online Registration" on the IRA website i.e. www.ira.go.ke A screen similar to the one below will open.



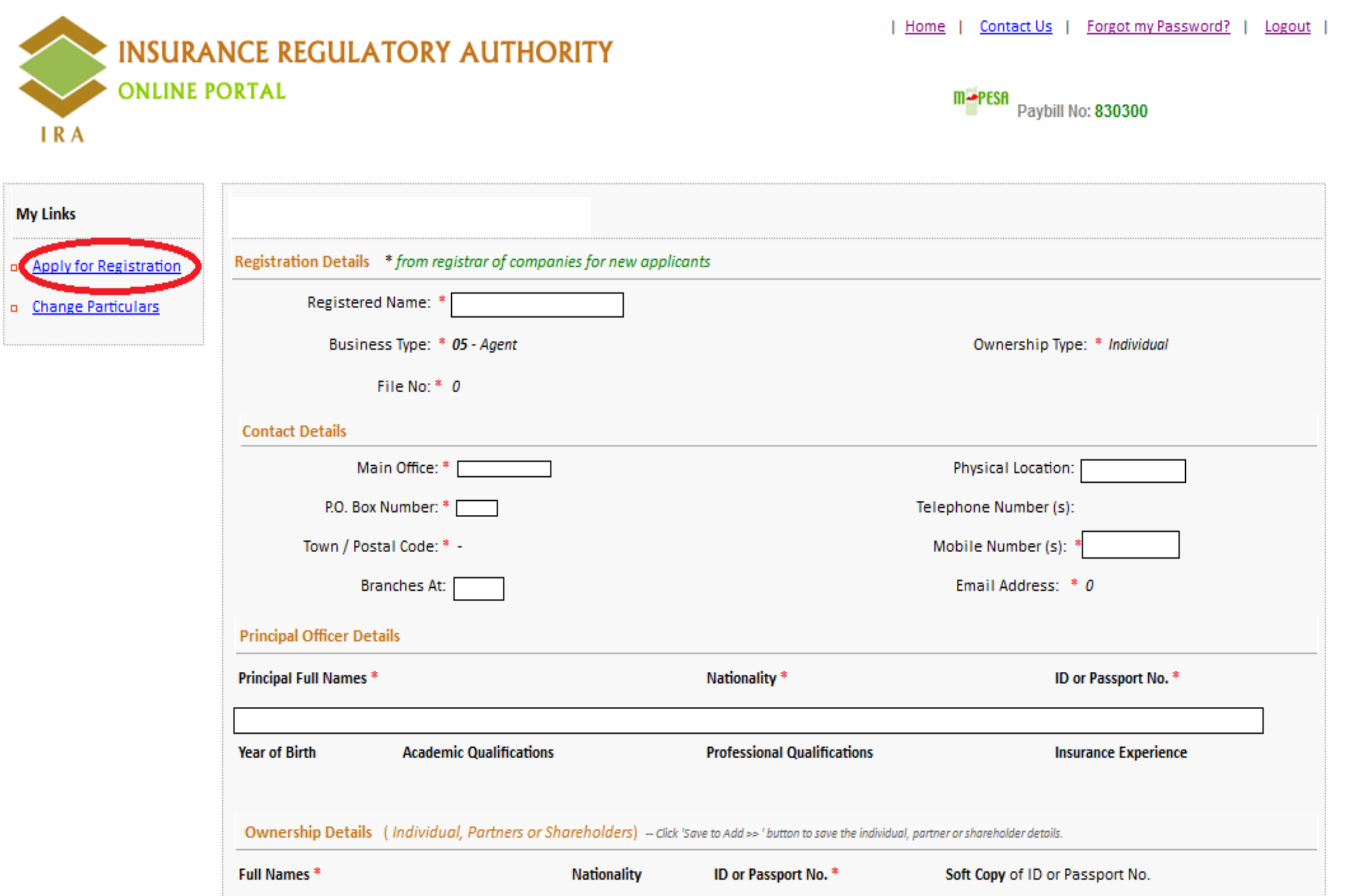
STEP TWO: LOGGING IN

Once you have selected the category, input the user name and the password:

- For registered agents, the username is the actual file number. e.g. - for 'IRA/05/12011/2013' the username is '**12011**'. The default password is your ' **National ID or Passport'** number. You can change your password once you login.
- If you are a **new applicant**, you need to be a registered Online Portal User to carry out any of the online tasks. Once you register, your username and password is your '**ID or Passport'** number.

If you are not already registered, please click » Register as a User

Once you are logged on to the system you will find a screen similar to the one below:



As shown above click on '**Apply for Registration'** to launch the application form.

STEP THREE – CAPTURING OF THE REQUISITE DETAILS

All the form details should be filled in all the sections before forwarding the online registration for checking and processing.

Applications with incomplete details shall not be processed and shall be referred back to the Agent. Copies of certificates and other requisite documents should be scanned and attached within the fields required.

New Agents: After successfully registering as an agent, the agent shall be required to log in using the National ID No/passport for both the username and password. You are then required to capture all the details required. Where copies of documentation are required, the agent should attach the scanned copies of the requisite documents.

Note: It is important to Save your application details where required as you progress with your application.

STEP 4: PAYMENT

Payments will be done through MPESA or through the Bank. You will be required to select the desired option under the Payment Details section.

MPESA: Pay the requisite amount using MPESA Pay bill number 830300.Enter the registration number as the account number. The transaction number generated after successful remittance of the amount should be entered under “Transaction Ref. No” and the date of transaction be entered similarly in the “Date of Transaction” field.

Note: For new applicants the National ID/passport will be used as the account number.

BANK: For any payment done through the IRA’s Bank Account **(Insurance Regulatory Authority, National Bank, A/c no. 0100306688400, Harambee Avenue)** the agent shall be required to scan the Bank Deposit Slip and attach it as part of the required documentation.

STEP 5: SAVING, PREVIEWING THE DETAILS AND SUBMITTING THE APPLICATION TO IRA

Saving All Details: You can save details captured at any point and logout if you so wish. This will save the details in readiness for subsequent resumption of the capturing exercise as you wish.

Preview Registration Form: Upon successful capturing of all the details, you can click on this button to preview the details entered.

Submit Form: Once satisfied with the details, you will be able to click on the “submit form” button to submit the application to IRA.

STEP 6: LOGOUT

You are reminded that once done with Step 5 above, they should logout using the “Logout” facility on top right of your application page.

CONTACTING IRA

In case of any further clarification, Agents can contact IRA using any of the following options:

Telephone: 4996000
Mobile: 0719 047 000
Toll Free: 0800 724499