

CONF/IRA/00/001/03

19th October 2018

CIRCULAR NO. IC & IA 09/2018

INSURANCE COMPANIES AND INSURANCE AGENTS

RE: PRINTING OF LICENSES BY INSURANCE AGENTS

The Authority has upgraded the online registration system for insurance agents, to make it more efficient and convenient. This upgrade will enable insurance agents to print their registration certificates.

Through the upgraded agents' online registration system, applicants are able to track the progress of their application as its being processed by the Authority. To do this, applicants should go to www.online.ira.go.ke and select "Track Application" then proceed to enter username and password. This will enable applicants to **view** the **status** of their application and download the certificates of registration for printing after the application has been approved by the Authority.

The agents are notified that this procedure will apply to all applications for registration (both new and renewals) effective 1st October 2018 and henceforth the Authority will no longer print and dispatch licenses to agents.

To print the licenses, the applicants are required to follow the steps below;

1. Go to IRA "**Online Services**"
2. Click on "**Agents Online Portal**"
3. Log in
4. Go to "**Historical Submitted Applications**"
5. Click on "**View License**"
6. Click on **Save License as PDF** and **download**
7. Print license

This is therefore to require that you advise all your insurance agents to access and print their licenses as indicated above.

In case you have any doubts regarding the authenticity of any license held by an insurance agent, please refer to the schedule of registered insurance agents in our website www.ira.go.ke.



GODFREY K. KIPTUM
Ag. COMMISSIONER OF INSURANCE & CHIEF EXECUTIVE OFFICER