

CONF/INS/00/001/03

29th July, 2011

CIRCULAR NO. IA/08/2011

CIRCULAR TO ALL CLAIMS SETTLING AGENTS, INSURANCE SURVEYORS, LOSS ADJUSTERS, MOTOR ASSESSORS, INSURANCE INVESTIGATORS AND RISK MANAGERS.

APPLICATIONS FOR RENEWAL OF REGISTRATION FOR THE YEAR 2012

In terms of section 188(2) of the Insurance Act, CAP.487, you are required to apply for renewal of registration for the year 2012, latest by **30th September, 2011**. Please follow the procedure outlined hereunder:

- (i) You should complete the application Form No. INS 150-3 along with appendices A, B, C, D and E. You should complete one form in respect of each category for which you wish to seek renewal of registration. Please read the enclosed note on the completion of this form (Annexure 1).
- (ii) The renewal fee of Kshs.3000 shall be payable for each category of application. In case the application is submitted late or rejected on the basis of incompleteness a penalty fee of Ksh.3,000 shall become payable in addition to the renewal fee. All payments shall be in either of the following modes:-
 - (a) Bankers Cheque payable to the Insurance Regulatory Authority.

(b) Bank deposit or direct transfers to:-

A/c Name: Insurance Regulatory Authority
Account No: 0100306688400
Bank: National Bank of Kenya
Branch: Harambee Avenue
Branch Code: 12003

The deposit slip shall be submitted together with the application.

(iii) The following documents were required to be submitted earlier this year:

(a) A statement of business in form INS 151-3 as at 31st December, 2010, latest by 28th February, 2011.

(b) Annual audited accounts as at 31st December, 2010, latest by **30th April, 2011** for corporate applicants in accordance with the provisions of Section 155(1) of the Insurance Act.

In case you have not forwarded the above items, please note to forward them along with the renewal application stating the reasons why the same were not forwarded within the required statutory time limit.

(iv) You are also required to submit a letter of recommendation from at least one underwriter for whom you carry out work.

(v) You are required to submit proof of membership to relevant industry associations. These include the National Association of Kenya Investigators, Institute of Loss Adjusters & Risk Surveyors, Motor Assessors Association of Kenya and Institute of Surveyors of Kenya among others.

(vi) Particulars of your Principal Officer should be filled in the form in Annexure III to this circular along with the application for renewal of registration.

You should make your application for the attention of **Ms Anne Chelagat** so as to reach her on or before **30th September, 2011**. The application can be handed over to the above named officer at our offices at Zep Re Place 2nd Floor, or be posted as registered mail to be received before the deadline to avoid payment of a penalty.

SAMMY M. MAKOVE
CHIEF EXECUTIVE OFFICER & COMMISSIONER OF INSURANCE

Enclosures (also available on www.ira.go.ke)

1. Form Nos. INS. 150-3 and 151-3.
2. Annexure I Notes on completion of form Nos.150-3 and 151-3.
3. Annexure II Particulars of cases handled.
4. Annexure III Particulars of the principal officer.