

# INSURANCE REGULATORY AUTHORITY



CFN/IRA/00/001/03

19<sup>th</sup> March, 2014

Circular No. 1B/MIP/02/2014

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To **Insurance Brokers**  
**Medical Insurance Providers**

## **RE: ELECTRONIC REGULATORY SYSTEM (ERS) USER REQUIREMENTS.**

The Authority officially launched the Electronic Regulatory System (ERS) on 8<sup>th</sup> January 2014. ERS is a web based system which enables regulated entities to complete and submit all required returns on-line. The entities will access the ERS via the IRA ERS Portal which is available in the online services, in our website.

The recommended minimum computer requirements for using IRA ERS Portal are:

1. **Microsoft Internet Explorer version 7 or above, or Firefox version 4 or above or Google Chrome version 10 or above.**
2. For viewing your forms in PDF (and printing where signatures are required) you will need a PDF viewer, such as **Adobe Acrobat Reader (version 8.0 or above).**
3. Forms can be exported as spreadsheets. For this you will need **Microsoft Excel 2007 or above.**
4. A connection to a **printer** so you can print out hard copies of forms.
5. We also recommend that your screen resolution is at least **1024 x 768** or higher for optimal display.

In this regard, Insurance Brokers and Medical Insurance Providers are expected to nominate an officer to be responsible for the IRA ERS portal.



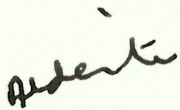
The nominated officer will be assigned a username and password to access the online platform. The nominee should be familiar with statutory returns to IRA.

The nominee referred to as portal user will be performing the following roles on the IRA ERS Portal;

1. **Log in** the IRA ERS portal
2. **Access draft returns** the broker or medical insurance provider is required to submit.
3. **Upload** the populated returns on behalf of your company.
4. **Submit** the uploaded returns on behalf of your company.
5. **Request for resubmissions** if necessary.

You are therefore required to submit the name of the nominee and an email address to the Authority by **26<sup>th</sup>March 2014**. The name and email address should be submitted to [commins@ira.go.ke](mailto:commins@ira.go.ke) and [eomondi@ira.go.ke](mailto:eomondi@ira.go.ke)

Yours faithfully,



**Agnes Ndirangu (Mrs.)**  
**TECHNICAL MANAGER**  
**INSURANCE REGULATORY AUTHORITY**