

CFN/IRA/00/001/03
21st July, 2014

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CIRCULAR NO. IA/14/2014

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 2015

In terms of section 188(2) of the Insurance Act, CAP.487, you are required to apply for renewal of registration for the year **2015**, latest by **30thSeptember, 2014**. 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 Kes.3,000 shall be payable for each category of application. In case the application is submitted after the deadline for renewal or rejected on the basis of incompleteness and resubmitted after the deadline, a penalty fee of Kes.3,000 shall become payable in addition to the renewal fee. All payments shall be in either of the following modes:-

- (a) 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/transfer confirmation shall be submitted together with the application as an attachment.

(b) Mpesa

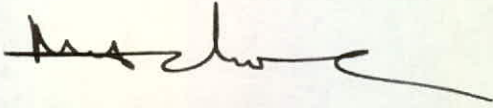
The following procedure shall be followed for the payment of the registration fee/Penalty Fee using MPESA

- **Go to M-PESA on your phone**
- **Select Pay Bill Option**
- **Enter Business no. 830300**
- **Enter the service providers registration number e.g. IRA/10/12345/01**
- **Enter the Amount e.g. Kes.3,000.00**
- **Enter your M-PESA PIN and send**
- **You will receive M-PESA payment confirmation details. The transaction number and date of transaction should be submitted along with the application for renewal.**

- (iii) You are required to submit a letter of recommendation from at least one underwriter for whom you transact with.
- (iv) You are also 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.
- (v) Particulars of your Principal Officer should be filled in the form in Annexure III to this circular and submitted along with the application for renewal of registration.
- (vi) You should submit the following documents within the stated timelines;
 - (a) A statement of business in form INS 151-3 as at 31st December, 2014, latest by **28th February, 2015.**
 - (b) Annual audited accounts as at 31st December, 2014, latest by **31st March, 2015** for corporate applicants in accordance with the provisions of Section 155(1) of the Insurance Act.

The application should be submitted to our **Records Management Office** on the **2nd floor, Zep Re Place, Longonot Road, Upper Hill** and acknowledged by stamping a copy of the forwarding letter or be posted as registered mail to be

received on or before the deadline of **30th September, 2014** to avoid payment of the penalty.



SAMMY M. MAKOVE
CHIEF EXECUTIVE OFFICER & COMMISSIONER OF INSURANCE

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

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