

The Institute of Chartered Accountants of India



POST QUALIFICATION COURSE IN INSURANCE AND RISK MANAGEMENT

Technical Examination November, 2009

(Under Schedule 'G' of the Chartered Accountants Regulations, 1988)

Last Date : 7th September, 2009 (without Late Fee)

Cost of Application Form : Rs. 100/-

14th September, 2009 (with Late Fee of Rs. 500/-)

NOTES FOR INFORMATION AND GUIDANCE OF APPLICANTS

Candidates are advised to carefully read, understand and follow the instructions while filling in the Form and retain the same for future reference

(1)	Dates of Examination	13th, 15th, 17th and 19th November, 2009																																																																																																																																				
(2)	Timings of Examination	01.00 p.m. to 04.00 p.m. (IST)																																																																																																																																				
(3)	Subjects : Module - I Module - II Module - III Module - IV	Principles and Practice of Insurance Technical Aspects of Insurance Risk Management and Reinsurance Business Strategic Planning & Information Technology																																																																																																																																				
(4)	Last date for receipt of application at the Institute’s Headquarters at New Delhi.	7th September, 2009 (without Late Fee) 14th September, 2009 (with Late Fee) (Application received after 14th September, 2009 will not be entertained under any circumstances. Therefore, candidates sending their application by Post must send the same at least 3-4 days in advance of the last date and avoid sending it on the last date for receipt of application forms).																																																																																																																																				
(5)	Examination Fee (Note : Candidates are advised not to send any fee other than examination fee along with the Examination Application Form)	Rs. 1000/- (Rupees One Thousand Only) without Late Fee Rs. 1500/- (Rupees One Thousand Five Hundred Only) with Late Fee Rs. 100/- (Rupees One Hundred Only) if the examination form is downloaded from Institute's website.																																																																																																																																				
(6)	Mode of Payment of Fee	- The Examination Fee should be paid only by way of Demand Draft which may be of any Scheduled Bank. - Drawn in favour of “The Secretary, The Institute of Chartered Accountants of India” and should be payable at New Delhi only. - Candidates are advised to furnish the following details on the reverse of the Demand Draft in their own interest. - Name - IRM Registration No. - Examination Application form No. - Centre Opted																																																																																																																																				
(7)	Filling up of Admit Card	Candidates are required to fill in the relevant columns in the Admit Card and submit the same to the Examination Department alongwith the examination form.																																																																																																																																				
(8)	Examination Centres	<table><tr><td>1. Agra</td><td>23. Bhubaneswar</td><td>44. Hisar</td><td>65. Lucknow</td><td>87. Pune</td><td>107. Tinsukia</td></tr><tr><td>2. Ahmedabad</td><td>24. Bhuj</td><td>45. Hubli</td><td>66. Ludhiana</td><td>88. Raipur</td><td>108. Tiruchirapalli</td></tr><tr><td>3. Ahmednagar</td><td>25. Bikaner</td><td>46. Hyderabad</td><td>67. Madurai</td><td>89. Rajkot</td><td>109. Tuticorin</td></tr><tr><td>4. Ajmer</td><td>26. Chandigarh</td><td>47. Indore</td><td>68. Mangalore</td><td>90. Ranchi</td><td>110. Udaipur</td></tr><tr><td>5. Akola</td><td>27. Chennai</td><td>48. Jabalpur</td><td>69. Mathura</td><td>91. Rohtak</td><td>111. Udupi</td></tr><tr><td>6. Alappuzha</td><td>28. Coimbatore</td><td>49. Jaipur</td><td>70. Meerut</td><td>92. Rourkela</td><td>112. Ujjain</td></tr><tr><td>7. Allahabad</td><td>29. Cuttack</td><td>50. Jalandhar</td><td>71. Moradabad</td><td>93. Saharanpur</td><td>113. Vadodara</td></tr><tr><td>8. Alwar</td><td>30. Dehradun</td><td>51. Jalgaon</td><td>72. Mumbai</td><td>94. Salem</td><td>114. Varanasi</td></tr><tr><td>9. Ambala</td><td>31. Delhi/N.Delhi</td><td>52. Jammu</td><td>73. Muzaffarnagar</td><td>95. Sambalpur</td><td>115. Vellore</td></tr><tr><td>10. Amravati</td><td>32. Dhanbad</td><td>53. Jamnagar</td><td>74. Mysore</td><td>96. Sangli</td><td>116. Vijayawada</td></tr><tr><td>11. Amritsar</td><td>33. Durg</td><td>54. Jamshepur</td><td>75. Nagpur</td><td>97. Satara</td><td>117. Visakhapatnam</td></tr><tr><td>12. Asansol</td><td>34. Ernakulam</td><td>55. Jodhpur</td><td>76. Nanded</td><td>98. Shimla</td><td>118. Yamunanagar</td></tr><tr><td>13. Aurangabad</td><td>35. Erode</td><td>56. Kanpur</td><td>77. Nasik</td><td>99. Siliguri</td><td></td></tr><tr><td>14. Bangalore</td><td>36. Faridabad</td><td>57. Kollam</td><td>78. Noida</td><td>100. Solapur</td><td></td></tr><tr><td>15. Bareilly</td><td>37. Ghaziabad</td><td>58. Kolhapur</td><td>79. Palghat</td><td>101. Sonepat</td><td></td></tr><tr><td>16. Bathinda</td><td>38. Goa</td><td>59. Kolkata</td><td>80. Pali Marwar</td><td>102. Sriganaganagar</td><td></td></tr><tr><td>17. Beawar</td><td>39. Gorakhpur</td><td>60. Kota</td><td>81. Panipat</td><td>103. Surat</td><td></td></tr><tr><td>18. Belgaum</td><td>40. Guntur</td><td>61. Kottayam</td><td>82. Panvel</td><td>104. Thane</td><td></td></tr><tr><td>19. Bellary</td><td>41. Gurgaon</td><td>62. Kozhikode</td><td>83. Patna</td><td>105. Thiruvananthapuram</td><td></td></tr><tr><td>20. Bhavnagar</td><td>42. Guwahati</td><td>63. Kumbakonam</td><td>84. Patiala</td><td>106. Thrissur</td><td></td></tr><tr><td>21. Bhilwara</td><td>43. Gwalior</td><td>64. Latur</td><td>85. Pimpri-Chinchwad</td><td></td><td></td></tr><tr><td>22. Bhopal</td><td></td><td></td><td>86. Pondicherry</td><td></td><td></td></tr></table>	1. Agra	23. Bhubaneswar	44. Hisar	65. Lucknow	87. Pune	107. Tinsukia	2. Ahmedabad	24. Bhuj	45. Hubli	66. Ludhiana	88. Raipur	108. Tiruchirapalli	3. Ahmednagar	25. Bikaner	46. Hyderabad	67. Madurai	89. Rajkot	109. Tuticorin	4. Ajmer	26. Chandigarh	47. Indore	68. Mangalore	90. Ranchi	110. Udaipur	5. Akola	27. Chennai	48. Jabalpur	69. Mathura	91. Rohtak	111. Udupi	6. Alappuzha	28. Coimbatore	49. Jaipur	70. Meerut	92. Rourkela	112. Ujjain	7. Allahabad	29. Cuttack	50. Jalandhar	71. Moradabad	93. Saharanpur	113. Vadodara	8. Alwar	30. Dehradun	51. Jalgaon	72. Mumbai	94. Salem	114. Varanasi	9. Ambala	31. Delhi/N.Delhi	52. Jammu	73. Muzaffarnagar	95. Sambalpur	115. Vellore	10. Amravati	32. Dhanbad	53. Jamnagar	74. Mysore	96. Sangli	116. Vijayawada	11. Amritsar	33. Durg	54. Jamshepur	75. Nagpur	97. Satara	117. Visakhapatnam	12. Asansol	34. Ernakulam	55. Jodhpur	76. Nanded	98. Shimla	118. Yamunanagar	13. Aurangabad	35. Erode	56. Kanpur	77. Nasik	99. Siliguri		14. Bangalore	36. Faridabad	57. Kollam	78. Noida	100. Solapur		15. Bareilly	37. Ghaziabad	58. Kolhapur	79. Palghat	101. Sonepat		16. Bathinda	38. Goa	59. Kolkata	80. Pali Marwar	102. Sriganaganagar		17. Beawar	39. Gorakhpur	60. Kota	81. Panipat	103. Surat		18. Belgaum	40. Guntur	61. Kottayam	82. Panvel	104. Thane		19. Bellary	41. Gurgaon	62. Kozhikode	83. Patna	105. Thiruvananthapuram		20. Bhavnagar	42. Guwahati	63. Kumbakonam	84. Patiala	106. Thrissur		21. Bhilwara	43. Gwalior	64. Latur	85. Pimpri-Chinchwad			22. Bhopal			86. Pondicherry		
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(9)	How the application form should reach the Institute?	The application form together with Demand Draft for Rs. 1000/- or Rs. 1500/-, as the case may be, of any Scheduled Bank be sent by Speed Post / Registered Post Only in the special envelope attached to this Form to the Additional Secretary (Exams.), The Institute of Chartered Accountants of India, ICAI Bhawan, Indraprastha Marg, New Delhi-110 002. - Candidates are advised to retain the receipt issued by Post Office till the receipt of Admit Card. - Candidates are advised not to send the application through courier. - Candidates should not submit / send the application forms to regional / branch offices of the Institute.																																																																																																																																				
(10)	Eligibility Certificate	- A list of candidates eligible to appear for IRM Course Technical Examination November, 2009 will be hosted by the Committee on Insurance and Pension on the Website of the Institute www.icai.org - Candidates who are not in receipt of Eligibility Certificate are advised, in their own interest, to pursue their case with the office of the Committee on Insurance and Pension, The Institute of Chartered Accountants of India, Indraprastha Marg, New Delhi - 110 002 so as to obtain Eligibility Certificate. - Candidates may submit the Examination Application Form, pending receipt of Eligibility Certificate by them, in case, they have otherwise fulfilled the requisite eligibility criteria.																																																																																																																																				

Special Note : There will be no change in the examination schedule even if any examination day is declared as a Public Holiday by Central Government or any State Government.

(11)	Admission to the IRM Technical Examination	No candidate shall be admitted to the IRM Technical Examination unless he / she obtains the Eligibility Certificate from the Committee on Insurance and Pension of the Institute.
(12)	Issue of Admit Card	(a) A list of Candidates to whom the Admit Cards have been issued for the IRM Course Technical Examination will be hosted on the Institute's website www.icai.org. from 19th October, 2009. All correspondences in the above matter should be addressed to the Additional Secretary (Exams.) of the Institute at New Delhi quoting the following for prompt action. * IRM Regn. No. * Examination Application Form No. * Receipt No. Issued (if any) * Name of the Centre Opted * Telephone No. * Fax No. * E-mail (b) In case of any difficulty, Additional Secretary (Exams.), ICAI, C-1, Sector-1, Noida should be contacted on Fax No. 0120-3054841 and 3054843. - Helpline Desk telephone Nos. 0120-3054851, 3054852 and 3054853 Dial code from Delhi 95120.
(13)	Record of answer book tendered at the Examination Centre.	- The Superintendents of Examination Centres are being advised to issue receipt for the answer books handed over through the Invigilator in the Admit Card. - Candidates are, therefore, advised to secure the signature of the Invigilator concerned while submitting their answer books and retain the Admit Card with themselves as record of receipt, at least till the declaration of result.
(14)	Requirement for passing the IRM Technical Examination	A candidate for the Insurance and Risk Management Technical Examination shall be declared ordinarily to have passed the examination if he / she secures a minimum of 40% marks in each of the papers and 50% marks in the aggregate of all the papers.
(15)	Issue of Statement of Marks	Statement of Marks will be issued to all the candidates who appeared in IRM Technical Examination normally in two weeks' time from the date of declaration of result.
(16)	Check-list to ensure correctness of enclosures to the Application * Rs. 12/- Local (i.e. Delhi / New Delhi) * Rs. 25/- For other cities across India (upto 50 grams weight)	- Candidates are requested to ensure that the Application is filled in correctly giving all the required details and the following enclosures are annexed securely. - Demand Draft for Rs. - Application Form - Admit Card with self attested photo - Self-addressed pre-stamped (of the value of *Rs. 25/- or as applicable) Envelope for sending Admit Card. - Self addressed pre-stamped (of the value of Rs. 5/-) envelope for sending statement of marks. - Address Slip - Copy of the membership Certificate. Before sending the application, candidates are requested to arrange serially the pages of application keeping the demand draft, admit card and envelopes on the Top of the Bunch.
(17)	Verification of answer book(s)	After declaration of result, in accordance with Para 9(4) of Schedule-G to the Chartered Accountants Regulations, 1988, a candidate may, if he so desires, apply for verification of his answer book(s), necessarily in his own handwriting within one month from the date of declaration of result. The verification fee is Rs. 500/- payable by way of a demand draft drawn in favour of Secretary, The Institute of Chartered Accountants of India, payable at New Delhi. There is no standard application form for verification. Typewritten request will not be entertained.
(18)	Refund of fee	The Fee once paid by a candidate shall not be refunded / adjusted under any circumstances except as provided in Sub Para (2) of Para 8 of schedule G of the CA Regulations 1988. No correspondence in this regard shall be entertained.

PLEASE NOTE :

- Application should be complete in all respects, otherwise it is liable to be rejected.
- In the event of furnishing any incorrect information / misrepresentation, the admission shall become invalid.
- No correspondence in this regard shall be entertained.

INSURANCE AND RISK MANAGEMENT

Control No.



Roll No.

(to be affixed by the office)

Self Attested
Passport Size
LATEST
PHOTOGRAPH
to be pasted here.
(Please do not staple)

POST QUALIFICATION COURSE IN
Insurance and Risk Management Technical Examination, November, 2009
The Institute of Chartered Accountants of India

(Please fill in the form carefully as per instructions overleaf)

I. DEMAND DRAFT DETAILS

	D D	M M	YEAR	
1) DATE				(Specimen Signature of the Candidate)
2) AMOUNT (Rupees)		Downloaded Form ☐ Without Late Fee ☐ With Late Fee ☐		
3) DRAWEE BANK				
4) DEMAND DRAFT NO.				
5) PAYABLE AT				

II. APPLICANT DETAILS (IN BLOCK LETTERS)

1) NAME (MR/MS) : (as appearing on Certificate of Membership)																								
2) FATHER'S NAME (Shri) (as appearing on Certificate of Membership) Attach a photocopy of the membership certificate																								
3) CITY OF YOUR PROFESSIONAL ADDRESS (for use in Pass Certificate)																								
4) MEMBERSHIP NO.							5) GENDER	MALE ☐						FEMALE ☐										
6) IRM REGISTRATION NO.																								
7) CENTRE OPTED																								
8) ELIGIBILITY CERT. NO.													& DATE OF ISSUE											
													DD/MM/YEAR											
9) TOTAL APPEARANCE(s) IN PREVIOUS IRM TECHNICAL EXAMINATION (Candidates may please tick if applicable)																								
10) ADDRESS FOR COMMUNICATION (IN BLOCK LETTERS)																								
CITY																			PIN					
STATE																								
TEL. : STD CODE							NUMBER																	
11) E-MAIL ADDRESS																								

I request for permission to present myself for the Insurance and Risk Management Course Technical Examination to be held in November, 2009 conducted by the Institute of Chartered Accountants of India. I solemnly affirm that the above facts and information are complete and correct to the best of my knowledge and belief. I also undertake to abide by the Chartered Accountants Regulations, 1988 framed by the Council for the guidance of candidates appearing for the Insurance and Risk Management Technical Examination.

Encls.: 1. Demand Draft. ☐ Yes ☐ No
2. Copy of evidence of membership. ☐ Yes ☐ No
3. Admit Card Proforma. ☐ Yes ☐ No
4. Envelope for Admit Card (Rs. 25/- Stamps). ☐ Yes ☐ No
5. Envelope for Statement of Marks (Rs. 5/- Stamps) ☐ Yes ☐ No
6. Address slip.

(Full Signature of Candidate)

Date P.T.O.

HOW TO FILL-IN FORM

- I.
1. Kindly write the date of issue of demand draft.
 2. Write amount of fee paid. Please also (✓) the relevant box. (Fee is Rs. 1000/- without late fee and Rs. 1500/- with late fee. Please add Rs. 100/- if the form is downloaded from the Institute's website).
 3. Write name of the Bank.
 4. Write number of the Demand Draft.
 5. Demand Draft should be drawn in favour of " The Secretary, The Institute of Chartered Accountants of India" and payable at New Delhi only.
- II.
1. Kindly write your name exactly as recorded in the Register of Members i.e. Membership Certificate.
 2. Write the name of your father exactly as appearing in the Membership Certificate. Married female members are to write Father's Name only.
 3. Write the name of the place you belong to. The same will appear on the pass certificate issued to all the pass candidates.
 4. Write your membership number. Kindly take special care to write your correct membership number.
 5. Tick the appropriate box.
 6. Supposing your registration number is DIRM/S/00718, Fill in like :

D	I	R	M	/	S	/	0	0	7	1	8
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 7. Write the name of a city from amongst the list of centres as given in Col. 8 of "Notes for Information and Guidance of Applicants" from where you wish to write the IRM Technical Examination.
 8. Write the No. and Date of Eligibility Certificate, as recorded on the Eligibility Certificate issued to you by the Committee on Insurance.
 9. To tick relevant box ☒ as applicable.
 10. Write your complete postal address, very clearly in Capital Letters for mailing Admit Card, Pass Certificate, Correspondence, if any.
 11. Write your E-mail address for our records / use.

Enclosures : Please attach (i) demand draft (ii) copy of evidence of being a member of ICAI (iii) Admit card proforma (iv) Envelope for Admit Card (v) Envelope for Statement of Marks and (vi) Address Slip.

Please tick in relevant boxes.



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Examination Department)

ICAI Bhawan, P.B. No. 7112, Indraprastha Marg, New Delhi - 110 002 **IRM**

LATEST PHOTO ONLY

Candidate should affix self attested photograph which should be pasted in this space and not merely stapled.

Additional Secretary (Exams.)
The Institute of Chartered Accountants of India

ADMIT CARD (DUPLICATE)

Roll No.

IRM TECHNICAL EXAMINATION November, 2009

(To be filled in by the Candidate in BLOCK LETTERS)

Name of the Candidate

Membership No.

I.R.M. Regn. No.

Centre : City :

Specimen Signature of the Candidate

Venue of the examination :

(To be filled by the office)



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Examination Department)

ICAI Bhawan, P.B. No. 7112, Indraprastha Marg, New Delhi - 110 002 **IRM**

LATEST PHOTO ONLY

Candidate should affix self attested photograph which should be pasted in this space and not merely stapled.

Additional Secretary (Exams.)
The Institute of Chartered Accountants of India

ADMIT CARD

Roll No.

IRM TECHNICAL EXAMINATION November, 2009

(To be filled in by the Candidate in BLOCK LETTERS)

Name of the Candidate

Membership No.

I.R.M. Regn. No.

Centre : City :

Specimen Signature of the Candidate

Venue of the examination :

(To be filled by the office)

Record of Answer Books tendered at the examination centre			
Day & Date of Examination Afternoon Session (01.00 p.m. to 04.00 p.m.) (IST)	IRM Technical Examination Papers	Name of the Invigilator	Signature of the Invigilator in confirmation of receipt of answer book
Friday 13th November, 2009	Module-I Principles and Practice of Insurance		
Sunday 15th November, 2009	Module-II Technical Aspects of Insurance		
Tuesday 17th November, 2009	Module-III Risk Management and Reinsurance		
Thursday 19th November, 2009	Module-IV Business Strategic Planning & Information Technology		

Special Note : There will be no change in the examination schedule even if any examination day is declared as a Public Holiday by Central Government or any State Government.

Record of Answer Books tendered at the examination centre			
Day & Date of Examination Afternoon Session (01.00 p.m. to 04.00 p.m.) (IST)	IRM Technical Examination Papers	Name of the Invigilator	Signature of the Invigilator in confirmation of receipt of answer book
Friday 13th November, 2009	Module-I Principles and Practice of Insurance		
Sunday 15th November, 2009	Module-II Technical Aspects of Insurance		
Tuesday 17th November, 2009	Module-III Risk Management and Reinsurance		
Thursday 19th November, 2009	Module-IV Business Strategic Planning & Information Technology		

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Statement of Marks

IRM

**Affix
Stamp
for
Rs. 5/-**

To,

Pin

If undelivered please return to :

ADDITIONAL SECRETARY (EXAMINATIONS)

The Institute of Chartered Accountants of India

ICAI Bhawan, Post Box No. 7112

Indraprastha Marg

New Delhi- 110 002



SPEED POST / REGISTERED

To,

The Additional Secretary (Examinations)

The Institute of Chartered Accountants of India

ICAI Bhawan

Indraprastha Marg

New Delhi - 110 002

From : _____

SPEED POST

Admit Card - Insurance and Risk Management Technical Examination

November, 2009

To, _____

City _____

Pin

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State _____



THE ADDITIONAL SECRETARY (EXAMINATIONS)

The Institute of Chartered Accountants of India

ICAI Bhawan, Post Box No. 7112, Indraprastha Marg, New Delhi - 110 002

Affix Stamp
for Rs. 25/-
or
as applicable
for speed post
from New Delhi
to your place

Address Slip
(Please fill in Name & Address)

Address Slip
(Please fill in Name & Address)


