

The Institute of Chartered Accountants of India



POST QUALIFICATION COURSE IN INSURANCE AND RISK MANAGEMENT

Technical Examination, November, 2012

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

Last Date : 27th August, 2012 (Without late fee)

Cost of Application Form : ₹ 100/-

3rd September, 2012 (With late fee of ₹ 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	9th, 11th, 16th and 18th November, 2012																																																																																																																																															
(2)	Timings of Examination	02.00 p.m. to 5.00 p.m. (IST)																																																																																																																																															
(3)	Subject : 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.	● 27th August, 2012 (Without late fee) ● 3rd September, 2012 (With late fee) (Application received after 3rd September, 2012 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)	₹ 1000/- (Rupees One Thousand Only) without Late Fee ₹ 1500/ (Rupees One Thousand Five Hundred Only) with Late Fee ₹ 100/- (Rupees One Hundred Only) extra 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>24. Bhavnagar</td><td>47. Guntur</td><td>70. Kota</td><td>93. Panvel</td><td>116. Solapur</td></tr><tr><td>2. Ahmedabad</td><td>25. Bhilwara</td><td>48. Gurgaon</td><td>71. Kottayam</td><td>94. Patna</td><td>117. Sonapat</td></tr><tr><td>3. Ahmednagar</td><td>26. Bhiwani</td><td>49. Guwahati</td><td>72. Kozhikode</td><td>95. Patiala</td><td>118. Sri Ganganagar</td></tr><tr><td>4. Ajmer</td><td>27. Bhopal</td><td>50. Gwalior</td><td>73. Kumbakonam</td><td>96. Pimpri-Chinchwad</td><td>119. Surat</td></tr><tr><td>5. Akola</td><td>28. Bhubaneswar</td><td>51. Hisar</td><td>74. Latur</td><td>97. Pondicherry</td><td>120. Surendranagar</td></tr><tr><td>6. Alappuzha</td><td>29. Bhuj</td><td>52. Hubli</td><td>75. Lucknow</td><td>98. Pune</td><td>121. Thane</td></tr><tr><td>7. Aligarh</td><td>30. Bikaner</td><td>53. Hyderabad</td><td>76. Ludhiana</td><td>99. Raipur</td><td>122. Thiruvananthapuram</td></tr><tr><td>8. Allahabad</td><td>31. Bilaspur</td><td>54. Indore</td><td>77. Madurai</td><td>100. Rajamahendravaram</td><td>123. Thrissur</td></tr><tr><td>9. Alwar</td><td>32. Chandigarh</td><td>55. Jabalpur</td><td>78. Mangalore</td><td>101. Rajkot</td><td>124. Tinsukia</td></tr><tr><td>10. Ambala</td><td>33. Chennai</td><td>56. Jaipur</td><td>79. Mathura</td><td>102. Ranchi</td><td>125. Tiruchirapalli</td></tr><tr><td>11. Amravati</td><td>34. Coimbatore</td><td>57. Jalandhar</td><td>80. Meerut</td><td>103. Ratlam</td><td>126. Tirupati</td></tr><tr><td>12. Amritsar</td><td>35. Cuttack</td><td>58. Jalgaon</td><td>81. Moradabad</td><td>104. Rewari</td><td>127. Tirupur</td></tr><tr><td>13. Anand</td><td>36. Dehradun</td><td>59. Jammu</td><td>82. Mumbai</td><td>105. Rohtak</td><td>128. Tuticorin</td></tr><tr><td>14. Asansol</td><td>37. Delhi/New Delhi</td><td>60. Jamnagar</td><td>83. Muzaffarnagar</td><td>106. Rourkela</td><td>129. Udaipur</td></tr><tr><td>15. Aurangabad</td><td>38. Dhanbad</td><td>61. Jamshedpur</td><td>84. Mysore</td><td>107. Saharanpur</td><td>130. Udupi</td></tr><tr><td>16. Bangalore</td><td>39. Durg</td><td>62. Jodhpur</td><td>85. Nagpur</td><td>108. Salem</td><td>131. Ujjain</td></tr><tr><td>17. Bareilly</td><td>40. Ernakulam</td><td>63. Kakinada</td><td>86. Nanded</td><td>109. Sambalpur</td><td>132. Vadodara</td></tr><tr><td>18. Bathinda</td><td>41. Erode</td><td>64. Kanpur</td><td>87. Nashik</td><td>110. Sangli</td><td>133. Vapi</td></tr><tr><td>19. Beawar</td><td>42. Faridabad</td><td>65. Karnal</td><td>88. Nellore</td><td>111. Satara</td><td>134. Varanasi</td></tr><tr><td>20. Belgaum</td><td>43. Gandhidham</td><td>66. Kishangarh</td><td>89. Noida</td><td>112. Shimla</td><td>135. Vellore</td></tr><tr><td>21. Bellary</td><td>44. Ghaziabad</td><td>67. Kollam</td><td>90. Palghat</td><td>113. Sikar</td><td>136. Vijayawada</td></tr><tr><td>22. Berhampore</td><td>45. Goa</td><td>68. Kolhapur</td><td>91. Pali Marwar</td><td>114. Siliguri</td><td>137. Visakhapatnam</td></tr><tr><td>23. Bharauach</td><td>46. Gorakhpur</td><td>69. Kolkata</td><td>92. Panipat</td><td>115. Sirsa</td><td>138. Yamuna Nagar</td></tr></table>						1. Agra	24. Bhavnagar	47. Guntur	70. Kota	93. Panvel	116. Solapur	2. Ahmedabad	25. Bhilwara	48. Gurgaon	71. Kottayam	94. Patna	117. Sonapat	3. Ahmednagar	26. Bhiwani	49. Guwahati	72. Kozhikode	95. Patiala	118. Sri Ganganagar	4. Ajmer	27. Bhopal	50. Gwalior	73. Kumbakonam	96. Pimpri-Chinchwad	119. Surat	5. Akola	28. Bhubaneswar	51. Hisar	74. Latur	97. Pondicherry	120. Surendranagar	6. Alappuzha	29. Bhuj	52. Hubli	75. Lucknow	98. Pune	121. Thane	7. Aligarh	30. Bikaner	53. Hyderabad	76. Ludhiana	99. Raipur	122. Thiruvananthapuram	8. Allahabad	31. Bilaspur	54. Indore	77. Madurai	100. Rajamahendravaram	123. Thrissur	9. Alwar	32. Chandigarh	55. Jabalpur	78. Mangalore	101. Rajkot	124. Tinsukia	10. Ambala	33. Chennai	56. Jaipur	79. Mathura	102. Ranchi	125. Tiruchirapalli	11. Amravati	34. Coimbatore	57. Jalandhar	80. Meerut	103. Ratlam	126. Tirupati	12. Amritsar	35. Cuttack	58. Jalgaon	81. Moradabad	104. Rewari	127. Tirupur	13. Anand	36. Dehradun	59. Jammu	82. Mumbai	105. Rohtak	128. Tuticorin	14. Asansol	37. Delhi/New Delhi	60. Jamnagar	83. Muzaffarnagar	106. Rourkela	129. Udaipur	15. Aurangabad	38. Dhanbad	61. Jamshedpur	84. Mysore	107. Saharanpur	130. Udupi	16. Bangalore	39. Durg	62. Jodhpur	85. Nagpur	108. Salem	131. Ujjain	17. Bareilly	40. Ernakulam	63. Kakinada	86. Nanded	109. Sambalpur	132. Vadodara	18. Bathinda	41. Erode	64. Kanpur	87. Nashik	110. Sangli	133. Vapi	19. Beawar	42. Faridabad	65. Karnal	88. Nellore	111. Satara	134. Varanasi	20. Belgaum	43. Gandhidham	66. Kishangarh	89. Noida	112. Shimla	135. Vellore	21. Bellary	44. Ghaziabad	67. Kollam	90. Palghat	113. Sikar	136. Vijayawada	22. Berhampore	45. Goa	68. Kolhapur	91. Pali Marwar	114. Siliguri	137. Visakhapatnam	23. Bharauach	46. Gorakhpur	69. Kolkata	92. Panipat	115. Sirsa	138. Yamuna Nagar
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(9)	How the application form should reach the Institute?	The application form together with Demand Draft for ₹1000/- or ₹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, 2012 will be hosted by the Committee on Insurance and Pension on the Website of the Institute www.icaai.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 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.icaai.org. from 19th October, 2012. 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
(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 at one sitting 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	- 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 ₹..... - Application Form - Admit Card with self attested photo - Self-addressed Envelope for sending Admit Card. - Self addressed 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 ₹ 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: a) Application should be complete in all respects, otherwise it is liable to be rejected. b) In the event of furnishing any incorrect information / misrepresentation, the admission shall become invalid. c) 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 2012
The Institute of Chartered Accountants of India

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

I. DEMAND DRAFT DETAILS

1) DATE	D D / M M / YEAR		(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	N E W D E L H I		

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) ADDRESS FOR COMMUNICATION (IN BLOCK LETTERS)																					
CITY																PIN					
STATE																					
TEL. : STD CODE						NUMBER															
						MOBILE NO.															
10) E-MAIL ADDRESS																					

10) E-MAIL ADDRESS

I request for permission to present myself for the Insurance and Risk Management Course Technical Examination to be held in November, 2012 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. ☐ Yes ☐ No

5. Envelope for Statement of Marks. ☐ Yes ☐ No

6. Address slip. ☐ Yes ☐ No

(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 ₹1000/- without late fee and ₹1500/- with late fee. Please add ₹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
---	---	---	---	---	---	---	---	---	---	---	---
 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 and Pension.
 9. Write your complete postal address, very clearly in Capital Letters for mailing Admit Card, Pass Certificate, Correspondence, if any.
 10. Write your E-mail address for our records / use.
 11. Write your Phone No.

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 Slips.

Please tick in relevant boxes.

Address Slip
(Please fill in Name & Address)



Address Slip
(Please fill in Name & Address)

Address Slip
(Please fill in Name & Address)



Address Slip
(Please fill in Name & Address)

Address Slip
(Please fill in Name & Address)



Address Slip
(Please fill in Name & Address)

Address Slip
(Please fill in Name & Address)



Address Slip
(Please fill in Name & Address)



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

(Examination Department)
ICAI Bhawan, 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)
IRM TECHNICAL EXAMINATION-November, 2012

Roll No.

(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, 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
IRM TECHNICAL EXAMINATION-November, 2012

Roll No.

(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 (02.00 p.m. to 5.00 p.m.) (IST)	IRM Technical Examination Papers	Name of the Invigilator	Signature of the Invigilator in confirmation of receipt of answer book
Friday 9th November, 2012	Module-I Principles and Practice of Insurance		
Sunday 11th November, 2012	Module-II Technical Aspects of Insurance		
Friday 16th November, 2012	Module-III Risk Management and Reinsurance		
Sunday 18th November, 2012	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.

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Statement of Marks
IRM

SPEED POST

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

To

Pin

If undelivered please return to :

THE ADDITIONAL SECRETARY (EXAMINATIONS)

The Institute of Chartered Accountants of India
ICAI Bhawan, 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 : _____



To

City _____ Pin _____

-Pin

11111

State

The Institute of Chartered Accountants of India

ICAI Bhawan, Indraprastha Marg, New Delhi - 110 002

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