



# The Institute of Chartered Accountants of India

POST QUALIFICATION COURSE IN INSURANCE AND RISK MANAGEMENT

**Technical Examination, November, 2020**

(Under Regulation 204 of the Chartered Accountants Regulations, 1988)

**Last Date : 25<sup>th</sup> August, 2020 (Without late fee)**

**4<sup>th</sup> September, 2020 (With late fee of Rs. 600/-)**

**Cost of Application Form : Rs. 100/-**

## 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)	<b>Dates of Examination</b>	9 <sup>th</sup> , 11 <sup>th</sup> , 15 <sup>th</sup> and 17 <sup>th</sup> November, 2020																																																																																																																																																																																																																																							
(2)	<b>Timings of Examination</b>	2.00 p.m. to 5.00 p.m. (IST)																																																																																																																																																																																																																																							
(3)	<b>Subject :</b> <b>Module - I</b> <b>Module - II</b> <b>Module - III</b> <b>Module - IV</b>	Principles and Practice of Life Insurance Principles and Practice of General Insurance Risk Management and Reinsurance Business Strategic Planning & Information Technology in Insurance Sector																																																																																																																																																																																																																																							
(4)	<b>Last date for receipt of application at the Institute's Headquarters at New Delhi.</b>	<ul style="list-style-type: none"> <li>● 25<sup>th</sup> August, 2020 (Without late fee)</li> <li>● 4<sup>th</sup> September, 2020 (With late fee)</li> </ul> (Application received after 4 <sup>th</sup> September, 2020 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)	<b>Examination Fee</b> (Note : Candidates are advised not to send any fee other than examination fee along with the Examination Application Form)	<b>Rs. 2000/- (Rupees Two Thousand Only) without Late Fee</b> <b>Rs. 2600/- (Rupees Two Thousand Six Hundred Only) with Late Fee</b> <b>Rs. 100/- (Rupees One Hundred Only) extra towards the cost of examination application form.</b>																																																																																																																																																																																																																																							
(6)	<b>Mode of Payment of Fee</b>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Candidates are advised to furnish the following details on the reverse of the Demand Draft in their own interest.               <ul style="list-style-type: none"> <li>● Name</li> <li>● IRM Registration No. Examination</li> <li>● Application form No. Centre Opted</li> </ul> </li> </ul>																																																																																																																																																																																																																																							
(7)	<b>Filling up of Admit Card</b>	Candidates are required to fill in the relevant columns in the Admit Card and submit the same to the Examination Department alongwith the examination application form.																																																																																																																																																																																																																																							
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(9)	<b>How the application form should reach the Institute?</b>	<p>The application form together with Demand Draft for Rs.2100/- or Rs.2700/-, as the case may be, of any Scheduled Bank be sent by <b>Speed Post / Registered Post Only</b> to the <b>Addl. Secretary (Exams.), The Institute of Chartered Accountants of India, ICAI Bhawan, Indraprastha Marg, New Delhi-110 002.</b></p> <ul style="list-style-type: none"> <li>● Candidates are advised to retain the receipt issued by Post Office till the receipt of Admit Card</li> <li>● Candidates are advised not to send the application through courier.</li> <li>● Candidates should not submit/send the application forms to regional/branch offices of the Institute .</li> </ul>																																																																																																																																																																																																																																							
(10)	<b>Eligibility Certificate</b>	<ul style="list-style-type: none"> <li>● A list of candidates eligible to appear for IRM Course Technical Examination November, 2020 will be hosted by the Banking, Financial Services and Insurance Committee on the Website of the Institute <a href="http://www.icai.org">www.icai.org</a></li> <li>● Candidates who are not in receipt of Eligibility Certificate are advised, in their own interest, to pursue their case with the office of the Banking, Financial Services and Insurance Committee, The Institute of Chartered Accountants of India, Indraprastha Marg, New Delhi-110 002 so as to obtain Eligibility Certificate.</li> <li>● Candidates may submit the Examination Application Form, pending receipt of Eligibility Certificate by them, in case, they have otherwise fulfilled the requisite eligibility criteria.</li> </ul>																																																																																																																																																																																																																																							

**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)	<b>Admission to the IRM Technical Examination</b>	<ul style="list-style-type: none"> <li>No candidate shall be admitted to the IRM Technical Examination unless he / she obtains the Eligibility Certificate from the Banking, Financial Services and Insurance Committee of the Institute.</li> </ul>
(12)	<b>Issue of Admit Card</b>	<p>(a) ● <b>A list of Candidates to whom the Admit Cards have been issued for the IRM Course Technical Examination</b> will be hosted on the Institute's website www.icai.org from 16<sup>th</sup> October, 2020. All correspondences in the above matter should be addressed to the Addl. Secretary (Exams.) of the Institute at New Delhi quoting the following for prompt action.</p> <ul style="list-style-type: none"> <li>* IRM Regn. No.</li> <li>* Examination Application Form No.</li> <li>* Receipt No. Issued (if any)</li> <li>* Name of the Centre Opted</li> <li>* Telephone No.</li> <li>* Fax No.</li> <li>* E-mail</li> </ul> <p>(b) ● In Case of any difficulty, Addl. Secretary (Exams.) 'ICAI Bhawan', C-1, Sector-1, Noida should be contacted on E-mail : irm_examhelpline@icai.in</p> <ul style="list-style-type: none"> <li>● Helpline Desk telephone Nos. 0120-3054851, 3054852, 3054853, 3054854 3054836, 3054842, 4953742 and 4953751-754.</li> </ul>
(13)	<b>Record of answer book tendered at the Examination Centre.</b>	<ul style="list-style-type: none"> <li>The Superintendents of Examination Centres are being advised to issue receipt for the answer books handed over through the Invigilator in the Admit Card.</li> <li>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.</li> </ul>
(14)	<b>Requirement for passing the IRM Technical Examination</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
(15)	<b>Issue of Statement of Marks</b>	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)	<b>Check-list to ensure correctness of enclosures to the Application</b>	<ul style="list-style-type: none"> <li>Candidates are requested to ensure that the Application is filled in correctly giving all the required details and the following enclosures are annexed securely.</li> <li>● Demand Draft for Rs..... <input type="text"/></li> <li>● Application Form <input type="text"/></li> <li>● Admit Card with self attested photo <input type="text"/></li> <li>● Address Slip <input type="text"/></li> <li>● Copy of the Membership Certificate. <input type="text"/></li> </ul> <p>Before sending the application, candidates are requested to arrange serially the pages of application keeping the demand draft and admit card on the Top of the Bunch.</p>
(17)	<b>Verification of answer book(s)</b>	After declaration of result, a candidate may, if he/she so desires, apply to the Addl. Secretary (Exams), The Institute of Chartered Accountants of India, 'ICAI Bhawan', Indraprastha Marg, New Delhi - 110002 for verification of his/her answer book(s), necessarily in his/her 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)	<b>Certified Copies / Inspection of Answer book(s)</b>	An examinee may seek inspection/certified copies of answer books, by sending an application to the Addl. Secretary (Exams), The Institute of Chartered Accountants of India, 'ICAI Bhawan', Indraprastha Marg, New Delhi - 110002 in the prescribed format hosted on www.icai.org within 30 days from the date of declaration of result along with a demand draft for Rs.500/- per paper, drawn in favour of the Secretary, ICAI, payable at New Delhi.
(19)	<b>Refund of fee</b>	The fee once paid by a candidate shall not be refunded / adjusted under any circumstances except where a candidate applies to the Addl. Secretary (Exams) for the transfer of fee to the next Examination only, on the ground that he/she was prevented from attending the Examination on account of circumstances beyond his/her control and provided that application to this effect is not received after lapse of fifteen days from the date of examination.
(20) For any/all dispute(s) relating to IRM Technical Examination conducted by the Institute of Chartered Accountants of India, the Courts at Delhi shall have exclusive jurisdiction.		
<p><b>PLEASE NOTE:</b></p> <p>a) Application should be complete in all respects, otherwise it is liable to be rejected.</p> <p>b) In the event of furnishing any incorrect information / misrepresentation, the admission shall become invalid.</p> <p>c) No correspondence in this regard shall be entertained.</p>		



## 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. 2000/- without late fee and Rs. 2600/- with late fee. Please add Rs.100/- towards cost of examination application form.
  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 also required 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 Banking, 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. also under your address in column No.9

Enclosures : Please attach (i) demand draft (ii) copy of evidence of being a member of ICAI (iii) Admit card proforma (iv) Address Slips.  
Please tick in relevant boxes.

**Address Slip**  
(Please fill in Name & Address)

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**Address Slip**  
(Please fill in Name & Address)

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# 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.

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

## **ADMIT CARD (DUPLICATE)**

Roll No.

**IRM TECHNICAL EXAMINATION - NOVEMBER, 2020**

(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)



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<b>Record of Answer Books tendered at the examination centre</b>			
Day & Date of Examination Afternoon Session (2.00 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
Monday 9 <sup>th</sup> November, 2020	<b>Module-I</b> Principles and Practice of Life Insurance		
Wednesday 11 <sup>th</sup> November, 2020	<b>Module-II</b> Principles and Practice of General Insurance		
Sunday 15 <sup>th</sup> November, 2020	<b>Module-III</b> Risk Management and Reinsurance		
Tuesday 17 <sup>th</sup> November, 2020	<b>Module-IV</b> Business Strategic Planning & Information Technology in Insurance Sector		

**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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**IRM**

**SPEED POST / REGISTERED**

**To The Addl. Secretary (Examinations)**

**The Institute of Chartered Accountants of India**

**ICAI Bhawan**

**Indraprastha Marg**

**New Delhi - 110 002**

**From :** \_\_\_\_\_

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