



बीमा विनियामक और विकास प्राधिकरण  
**INSURANCE REGULATORY AND  
DEVELOPMENT AUTHORITY**

REF: IRDA/BROKER/MISC/CIR/232/10/2014

21<sup>st</sup> October, 2014

**CIRCULAR**

**All the Licensed Insurance Brokers**

**Sub: Filing of returns through Business Analytics Project (BAP) – Broker Module**

IRDA vide circular No. IRDA/BRK/MISC/CIR/243/11/2012 dated 7<sup>th</sup> November, 2012 has informed that the Authority is in the process of establishing a system to automate and integrate the functions of Insurance Brokers through Business Analytics Project (BAP).

Pursuant to above, the Authority vide notification dated 7<sup>th</sup> February, 2013 brought out IRDA (Insurance Brokers) (Second Amendment) Regulations, 2012 prescribing some changes in the existing Regulations and also inserted Regulation 28(2), inter alia, directing the broker to furnish some additional information by way of forms as specified under Schedule I therein.

The Authority as a first step initiates the process of filing of periodical returns online through BAP module and all the licensed brokers have to file such returns with effect from 1<sup>st</sup> April, 2013 onwards.

The Administrator User-Id and Password will be mailed to the Principal Officer of the respective broking companies through email as registered with the Authority as per Authority's circular No. IRDA/BRK/MISC/CIR/151/06/2014 dated 26<sup>th</sup> June, 2014. Brokers are required to access the website [www.irdabap.org.in](http://www.irdabap.org.in). The profiles of the other Users (Sub IDs) have to be created by the Administrator.

**Brokers are also required to note that:**

- I. The detailed user manual for filing returns is placed in the login area in BAP module. The process of filing return is made very user friendly and all brokers are advised to peruse the user manual before filing returns.

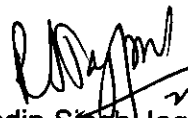
*(Signature)*

- II. Based on the requirements and suggestions, the manual shall be modified and updated version shall be made available to users.
- III. The helpline system is made available in the BAP module and the queries will be attended by the team on priority basis. The queries, if any, have to be routed through Helpline in the Module. If not resolved within reasonable time, escalations can be made to the following IDs/contact numbers.

Issues	Can be addressed to*	Contact No.
Technical Issues	<a href="mailto:bap.support@irda.gov.in">bap.support@irda.gov.in</a>	+91-022-67953755 +91-044-66064024
Regulatory Related Issues	Broker Department officials	+91-040-23490803 (K. Rambabu)

- IV. Class 2 and Class 3 digital signatures of the Authorized signatories shall be accepted by the Module. Brokers are required to obtain Digital Signatures from Authorized Vendors (i.e. E-Mudra, Sify, etc). In this regard, attention is drawn to the brief note on digital signature prescribed vide Authority's circular No. IRDA/BRK/MISC/CIR/243/11/2012 dated 7<sup>th</sup> November, 2012
- V. Please note that the returns filed in 2013-2014 also need to be refilled in BAP.
- VI. The timelines for filing the returns are as under:

Returns for the Financial Year 2013-2014 and from 01-04-2014 to 30-09-2014	60 days from the date of notification of the circular
Returns for the period 01-10-2014 onwards	Within 30 days from the due date of each periodical return to be filed

  
Randip Singh Jagpal  
Sr. Joint Director  
21/11/14