

CIRCULAR

Ref. No.: IRDA/BRK/MISC/CIR/151/06/2014

26th June, 2014

To

All Licensed Insurance Brokers

Re.: Email addresses of Insurance Brokers

It has been noticed by the Authority from the email addresses of the insurance brokers that the emails are created in the specific name of its Principal Officer, its promoting company or with any other name. It is also observed that these email addresses are being frequently changed whenever there is change in Principal Officer of the company or for other reasons.

The Authority whenever sends communication to the Broker through such email addresses shown in their letter heads, the email bounces back or no response is received from the broker since the email address is not in vogue.

In order to overcome such difficulties, it has been decided to direct all the insurance brokers to create Email IDs of their company in a uniform manner to effectively communicate among all the stake holders.

The format of email address could be as under:


"po_<broker name in brief>@<service provider>"

(for example, if the broker's name is ABC XYZ Insurance Brokers Pvt. Ltd., the email ID could be: po_abc@gmail.com)

In an effort to make the communication process easier with the broker, the Brokers Department of IRDA has a common email ID brokers@irda.gov.in

All the Insurance brokers are hereby advised that any communication that they wish to have through email with the Broker's Department of the Authority, such communication may be sent to the email ID brokers@irda.gov.in to ensure prompt attention.

All insurance broking companies are directed to adhere to the instructions contained in the circular and confirm its compliance to the Authority by 7th July, 2014.


Randip Singh Jagpal
Sr. Joint Director