

## Help Manual for registration of Online Training of INSURANCE MARKETING FIRM (IMF)

Dear All,

We are pleased to inform you that Insurance Institute of India has introduced **Online Training** of Insurance Marketing Firm (IMF). The candidates have to register for the Online training module by paying the necessary fees online. After which he gets a training link, login id and password through which he has to complete the online training within 60 days from the date of registration.

After the successful completion of training and 25 days from the date of enrollment, he can generate his training completion certificate from III portal. After the completion of the training the candidate has to pass the Online Insurance Marketing Firm examination conducted by National Insurance Academy with a minimum of **50% marks for Principal officer (PO) and 35% marks for Insurance Sales Person (ISP)** to receive the IMF examination certificate which is a mandate for procuring and soliciting business.

The step by step process to register for online Insurance Marketing Firm (IMF) training is as follows :

1. Enroll/Register yourself by using following link on III's Website  
<https://www.insuranceinstituteofindia.com/web/guest/imf>
2. Please follow the instructions mentioned in the following Help Manual for Insurance Marketing Firm (IMF) Online Training.
2. Each individual will have to make a payment of Rs 2290/- by online payment mode ONLY.

The fees details are as follows:

Training Fees per Participant	:	2000
Service Tax	:	290
Total Amount	:	<b>2290</b>

4. After successful payment on III portal , you will receive the training id of III , login ID ,password and link to access the 50/25 Hours Fresher's Insurance Marketing Firm (IMF)s Training module by email on your registered email id. The training module software will calculate the number of hours of training. It will show you number of hours on first page of training module at **right lower corner** of the screen.

5. After completion of 50/25 hours training you can generate the training completion certificate on the III portal using following link.

<https://www.insuranceinstituteofindia.com/web/guest/candidate-certificate-generation1>

Please note that as per IRDAI (Registration of Insurance Marketing Firm) Regulations 2015, you can download the certificate after completion of 25 days from the date of enrollment date.

6. Please note that the training module will be available only for 60 days from the date of enrollment on III portal.

7. The bulk registration facility is not available for registration of candidates in online training module. Each candidate is required to individually register himself for the training module and make online payment only.

8. In case of any difficulties, you can write to [reg.exams@iii.org.in](mailto:reg.exams@iii.org.in)

9. The candidate has to appear for Online examination conducted by National Insurance Academy, Pune.

10. For the Insurance Marketing Firm (IMF) examination, you need to follow the below mentioned process :

Kindly download the form from the link below and fill and courier/handover the hard copy to NIA, Pune directly on/before the last date mentioned by NIA.

[http://www.niapune.com/IMF\\_Examination.php](http://www.niapune.com/IMF_Examination.php)

Exam Date: The next examination date and last date of accepting form for Insurance Marketing Firm (IMF) examination will be declared by National Insurance Academy, Pune.

Required Documents for Examination:

1. Insurance Marketing Firm (IMF) Examination Form
2. Graduation certificate (Attested)
3. Insurance Marketing Firm (IMF) Online Training Completion Certificate
4. Demand Draft/NEFT of Rs. 2200/- in favour of 'National Insurance Academy' payable at Pune.

Please click on following link to download for Insurance Marketing Firm (IMF) Examination syllabus.

<https://www.insuranceinstituteofindia.com/documents/10156/a9c20f0d-fcd7-45d0-aead-375395c2ba8a>

Please click on following link to download for Insurance Marketing Firm (IMF) Examination syllabus.

<https://www.insuranceinstituteofindia.com/documents/10156/c75c5345-1255-4a37-b67d-c5fad14de385>

Any employee PAN INDIA can enroll themselves for the online training through III portal.

## Help Manual for III Insurance Marketing Firm (IMF) Digital

This link is for registration of Online Training of Insurance Marketing Firm (IMF).

Registration for Online Training of Insurance Marketing Firm (IMF)

Insurance Marketing Firm Online Training Registration

Help Manual → [ Click here for Help Manual for IMF ]

Click here for Registration → Registration for Online Training of Insurance Marketing Firm (IMF)

For all queries relating to Examinations - [www.niapune.com](http://www.niapune.com)

For all queries relating to Brokers' Licencing - [www.irda.gov.in](http://www.irda.gov.in)

### Insurance Marketing Firm Online Training Form

User Type* :	--Select--	
Minimum Educational Qualification(s)	--Select--	Tick Appropriate CheckBoxes
No of Hours :	ISP	
Eligible for :	Principal Officer	Hours
Required Hours :	--Select--	
Fee Amount:		
Fee Amount (Excluding Service Tax):	2000	INR
Declaration:		
<input type="checkbox"/> I am aware of the Qualification and Eligibility Criteria for ISP/Principal Officer of Insurance Marketing Firm and undertake to satisfy the same when I apply for Registration to IRDA.		
<input type="button" value="Next"/>		

### Insurance Marketing Firm Online Training Form

User Type* :	Principal Officer	
Minimum Educational Qualification(s)		Tick Appropriate CheckBoxes
•Pass in 12th Class or equivalent examination from a recognized Board/Institution <input type="checkbox"/>		
•Should be domiciled in the area of Registration of IMF <input type="checkbox"/>		
•Associate/Fellow of the Insurance Institute of India, Mumbai <input type="checkbox"/>		
•Associate/Fellow of the Institute of Actuaries of India <input type="checkbox"/>		
•Associate/Fellow of Chartered Insurance Institute, London <input type="checkbox"/>		
•Post graduate qualification of the Institute of Insurance and Risk Management, Hyderabad <input type="checkbox"/>		
•Graduate with Insurance experience of five years preceding the year in which the application is made <input type="checkbox"/>		
•Graduate with 10 years of experience in financial services sector preceding the year in which the application is made <input type="checkbox"/>		
No of Hours :		
Eligible for :		Hours
Required Hours :	--Select--	
Fee Amount:		
Fee Amount (Excluding Service Tax):	2000	INR
Declaration:		
<input type="checkbox"/> I am aware of the Qualification and Eligibility Criteria for ISP/Principal Officer of Insurance Marketing Firm and undertake to satisfy the same when I apply for Registration to IRDA.		
<input type="button" value="Next"/>		

### Insurance Marketing Firm Online Training Form

User Type\* : Principal Officer ▼

**Minimum Educational Qualification(s)** Tick Appropriate CheckBoxes

- Pass in 12th Class or equivalent examination from a recognized Board/Institution
- Should be domiciled in the area of Registration of IMF
- Associate/Fellow of the Insurance Institute of India, Mumbai
- Associate/Fellow of the Institute of Actuaries of India
- Associate/Fellow of Chartered Insurance Institute, London
- Post graduate qualification of the Institute of Insurance and Risk Management, Hyderabad
- Graduate with Insurance experience of five years preceding the year in which the application is made
- Graduate with 10 years of experience in financial services sector preceding the year in which the application is made

Select Minimum Qualification from the list for ISP/Principal Officer

**No of Hours :**

Eligible for :  Hours

Required Hours : --Select-- ▼

Fee Amount: --Select--

Fee Amount (Excluding Service Tax):    INR

**Declaration:**

I am aware of the Qualification and Eligibility Criteria for ISP/Principal Officer of Insurance Marketing Firm and undertake to satisfy the same when I apply for Registration to IRDA.



### Brokers/IMF Online Training Registration Form

III Fellow/Associate  Other

Title (Mr/Ms) \* : Ms  
 Name \* : Seema Ketkar  
 Flat/Door/Block No \* : C-46 G-Block  
 Name of Premises/Building/Village \* : Insurance Institute  
 Road/Street/ Lane/Post Office \* : Bandra Kurla Complex

#### Photo Upload

Note: Please Upload Image File With Extensions .jpg With Max 25KB and Dimensions(152 X 133) i.e. (Height X Width)

Browse Photo Choose File No file chosen

Upload

Click on Upload

### Brokers/IMF Online Training Registration Form

III Fellow/Associate  Other

Title (Mr/Ms) \* : Ms  
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 Flat/Door/Block No \* : C-46 G-Block  
 Name of Premises/Building/Village \* : Insurance Institute  
 Road/Street/ Lane/Post Office \* : Bandra Kurla Complex



Confirm Upload Cancel Upload

Click on Confirm Upload

(1955 - 2015)

### Brokers/IMF Online Training Registration Form

III Fellow/Associate  Other

Title (Mr/Ms) \* : Ms  
 Name \* : Seema Ketkar  
 Flat/Door/Block No \* : C-46 G-Block  
 Name of Premises/Building/Village \* : Insurance Institute  
 Road/Street/ Lane/Post Office \* : Bandra Kurla Complex



City \* : Bandra E District \* : Mumbai  
 Country \* : India State \* : Maharashtra  
 Pincode \* : 400051  
 Mobile No \* : 91 1234567890 Email Id \* : noreply@iii.org.in  
 PAN No \* : ABCD1234Q  
 UID-Aadhaar : 1234567890

#### Position Held

Position Held : Admin Executive

#### Sponsorship Details

Name of Company : Insurance Institute Address : C-46, G Block  
 Contact Person : Amruta Joshi  
 E-Mail Id : noreplyIII@iii.org.in  
 Telephone No : 022 26544200

#### Training Fees

Fees: 2000.0 Service Tax: 280.0 Final Amount to be Paid: 2280.0

Submit



Home - Insurance Institu... | Broker - Insurance Institu... | Registration Form - Insure...  
<https://www.insuranceinstituteofindia.com/web/guest/registration-form>

**भारतीय बीमा संस्थान**  
**INSURANCE INSTITUTE OF INDIA**  
 Diamond Jubilee (1955 - 2015)

College Of Insurance

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**Personal details**

Reference Id: 5000044  
 Name : Ms Seema Ketkar  
 Flat/Door/Block No : C-46 G-Block  
 Name of Premises/Building/Village : Insurance Institute  
 Road/Street/ Lane/Post Office : Bandra Kurla Complex  
 City : Bandra E  
 District : Mumbai  
 Country : Maharashtra  
 State : India  
 Pincode : 400051  
 Mobile No: 91- 1234567890  
 Email Id : noreply@iii.org.in



**Identification**

PAN No : ABCD1234Q  
 UID-Aadhaar : 1234567890

**Qualification Details**

Selected type Training : IMF Training  
 Training Subject Selected : Composite Insurance Broker - Compulsory (40Q)+ Life & Gen Insurance (40Q)+Reinsurance (40Q)  
 PreQualification: 1 : Associate/Fellow of the Insurance Institute of India, Mumbai  
 No of hrs eligible for: 25 hrs  
 No of hrs selected : 25 hrs

**Position Held**

Position Held : Admin Executive

**Sponsorship Details**

Name of Company : Insurance Institute  
 Contact Person : Amruta Joshi  
 Telephone No : 26544200  
 Address : C-46 G Block

**Amount To be Paid**

Amount(Incl. Service Tax) : 2280.0

[Go to Payment](#)

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6/9/2015

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**Direct Sale Details**

Direct Sale Details	
Date : 30/05/2015	Order No : 82264294
Candidate Name	Seema Ketkar
Email	noreply@iii.org.in
Mobile	1234567890
Payment Details	
Reference Id	5000045
Total Amount	2280
Training Type	BrokerTraining

I Agree:-(I have read and understood the examination Hand Book available on website.  
 I agree that decision of III in all the matters of examination will be final and binding upon me.)

Please Confirm



You have chosen to pay an amount of Rs 1 from your specified Credit Card / Bank Account.

Transaction ID	: 5000045
Transaction Amount	: 1

Please select your payment option and 'submit' form:

Select payment option	<input type="radio"/> Credit Cards Card	<input type="radio"/> Debit Cards	<input type="radio"/> Internet Banking	<input type="radio"/> Wallet / Cash
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Submit

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In case of any difficulties, you can mail to [reg.exams@iii.org.in](mailto:reg.exams@iii.org.in)