

Master Circular on Submission of Returns



Ref: IRDAI/NL/MSTCIR/RT/93/6/2024

Date: 14.06.2024

To

All Life Insurers, General Insurers, Health Insurers and Reinsurers, including FRBs

Sub: Master Circular on Submission of Returns

- A. This Master Circular is issued under Section 34 of the Insurance Act, 1938, Section 14 (2) (i) of the IRDA Act 1999 and
- Insurance Regulatory and Development Authority of India (Rural, Social Sector and Motor Third Party Obligations) Regulations, 2024.
 - Insurance Regulatory and Development Authority of India (Registration, Capital Structure, Transfer of Shares and Amalgamation of Insurers) Regulations, 2024.
 - Insurance Regulatory and Development Authority of India (Expenses of Management, including Commission, of Insurers) Regulations, 2024.
 - Insurance Regulatory and Development Authority of India (Actuarial, Finance and Investment Functions of Insurers) Regulations, 2024.
 - Insurance Regulatory and Development Authority of India (Corporate Governance for Insurers) Regulations, 2024
 - Insurance Regulatory and Development Authority of India (Insurance Products) Regulations, 2024
 - Insurance Regulatory and Development Authority of India (Protection of Policyholder's Interests, operations and allied matters of insurers) Regulations, 2024
 - Insurance Regulatory and Development Authority of India (Registration and operations of Foreign Branches and Lloyd's India) Regulations, 2024.
- B. This master circular shall be known as Master Circular on Submission of Returns.
- C. The Master Circular shall be reviewed every year unless review or repeal is warranted earlier.
- D. The Returns referred to under this circular shall be submitted as per the provisions herein.
- E. All words and explanations used herein and not defined in this Master Circular but defined in the Insurance Act, 1938 (4 of 1938) or Insurance Regulatory and Development Authority Act, 1999 (41 of 1999) or Rules or Regulations made thereunder shall have the meanings respectively assigned to them in those Acts or Rules or Regulations.
- F. In Order to remove any doubts or difficulties that may arise in the application or interpretation or any of the provisions of this Master Circular, the Competent Authority may issue appropriate clarifications, as and when deemed necessary.

This has approval of the Competent Authority.


14/6/24
Randip Singh Jagpal
Executive Director(NL)

Background:

The Authority in its endeavor to encourage the ease of doing business, reduce the compliance burden and remove redundancies, has reviewed the existing Regulations to convert them into principle based, following which master circulars giving guidance on operational aspects are also issued. The following is the list of regulations:

- i. Insurance Regulatory and Development Authority of India (Rural, Social Sector and Motor Third Party Obligations) Regulations, 2024;
- ii. Insurance Regulatory and Development Authority of India (Registration, Capital Structure, Transfer of Shares and Amalgamation of Insurers) Regulations, 2024;
- iii. Insurance Regulatory and Development Authority of India (Expenses of Management, including Commission, of Insurers) Regulations, 2024;
- iv. Insurance Regulatory and Development Authority of India (Actuarial, Finance and Investment Functions of Insurers) Regulations, 2024;
- v. Insurance Regulatory and Development Authority of India (Corporate Governance for Insurers) Regulations, 2024;
- vi. Insurance Regulatory and Development Authority of India (Insurance Products) Regulations, 2024;
- vii. Insurance Regulatory and Development Authority of India (Protection of Policyholder's Interests, operations and allied matters of insurers) Regulations, 2024;
- viii. Insurance Regulatory and Development Authority of India (Registration and Operations of Foreign Branches and Lloyd's India) Regulations, 2024;

These Regulations and the corresponding Master Circulars require insurers and reinsurers, including Foreign Reinsurance Branches, to submit certain returns on periodical basis, wherein reference is made to the Master Circular on submission of returns.

In this context, this Master Circular is being issued aiming to create a single reference for all such returns and harmonize the timelines for filing. It also aims to consolidate relevant instructions for filing of these returns, where applicable, into a unified framework.

The Master Circular is divided into 3 parts. Part – I of the circular stipulates returns specified in the 8 regulations given above and corresponding master circulars. These returns will check the fulfillment of the objectives of the regulations and monitoring of the performance/ working of the insurers.

Part – II of the circular are business statistics that are collected either through BAP / email. This is to understand the growth and spread of the business in various geographies, distribution channels, demography, product segments, persistency, renewability, etc. It provides greater insights into the company's business strategy.

Part – III of the circular repeals the various circulars which are no longer applicable, subsequent to the notification of this circular.

Scope and applicability:

- (1) This Master Circular replaces Circulars issued earlier pertaining to submission of Regulatory Returns.
- (2) It provides guidance/instructions on filing of returns, wherever necessary, for ease of understanding.
- (3) It shall apply to every life insurer, general insurer, health insurer and reinsurers and Foreign Reinsurance Branches transacting reinsurance business in India.

INDEX

| SI No. | Submission of returns | Annexure |
|--|---|---|
| Part – I - Submission of returns as specified under Master Circular | | |
| 1. | Background | |
| 2. | Rural, Social Sector and Motor Third Party Obligations | Annexure_IRDAI_RET_1-2.docx |
| 3. | Registration, Capital Structure, Transfer of Shares and Amalgamation of Insurers | Annexure_IRDAI_RET_3.docx |
| 4. | Expenses of Management, including Commission, of Insurers | Annexure_IRDAI_RET_4-6.docx |
| 5. | Actuarial, Finance and Investment Functions of Insurers | Annexure_IRDAI_RET_7-17.docx Annexure_IRDAI_RET_18-28.docx |
| 6. | Corporate Governance for Insurers | Annexure_IRDAI_RET_29-34.docx |
| 7. | Insurance Products | Annexure_IRDAI_RET_35-38.xlsx |
| 8. | Protection of Policyholder's Interests, operations and allied matters of insurers | Annexure_IRDAI_RET_39-43.docx |
| 9. | IRDAI (Re-insurance) Regulations, 2018 and IRDAI (Registration and Operations of Foreign Reinsurers Branches and Lloyd's India) Regulations, 2024 | Annexure_IRDAI_RET_44-60.docx |
| Part – II - Submission of returns under BAP / E - mail | | |
| 10. | Returns on Business Statistics | |
| A | Life | Annexure_IRDAI_RET_A - Life Dept. _ Sl.no. 1 - 76 |
| B | Non-Life | Annexure_IRDAI_RET_B- NL Dept. – Sl. No. 77-90 |
| C | Health | Annexure_IRDAI_RET_C- Health Dept Sl. No. 91-99 |
| D | F&I | Annexure_IRDAI_RET_D.Zip S. No. 100 - 142 |
| Part – III Repeal | | |
| 11. | Repeal | |

Particulars of Returns to be submitted

Part – I - Submission of returns as specified under Master Circular

This part of the circular stipulates returns specified in the above mentioned eight regulations and corresponding master circulars. These returns seek to oversee the fulfillment of the objectives of the regulations and at the same time monitor the activities of the insurers. The list of returns is as follows:

| S. No | Form No. | Description | Frequency | Master Circular / Chapter No.s | Applicability |
|--------------|-----------------|---|--------------------------------------|---|-----------------------|
| 1 | IRDAI_RET_1 | Rural Social Sector Obligations - Life | Half-Yearly | As per Point. 9 of Chapter - VI of Master Circular on Rural, Social Sector and Motor Third Party Obligation | Life Insurers |
| 2 | IRDAI_RET_2 | Rural Social Sector – Motor Third Party Obligations - General | Half-Yearly | As per Point. 9 of Chapter - VI of Master Circular on Rural, Social Sector and Motor Third Party Obligation | Non-Life, SAHI |
| 3 | IRDAI_RET_3 | Equity Shareholding Pattern Statement-Part A,B and C | Quarterly | Registration, Capital Structure, Transfer of Shares and Amalgamation of Insurers | Non-Life, Life & SAHI |
| 4 | IRDAI_RET_4 | Table 1 Return on Payment of Commission by the SAHI | Annual | Expenses of Management, including Commission, of Insurers | SAHI |
| 5 | IRDAI_RET_5 | Table 2 Return on Payment of Commission by the Gen | Annual | Expenses of Management, including Commission, of Insurers | Non-Life |
| 6 | IRDAI_RET_6 | Table 3 Return on Payment of Commission by the Life | Annual | Expenses of Management, including Commission, of Insurers | Life |
| 7 | IRDAI_RET_7 | Annexure ACTL-LI-1: With Profit Committee (WPC) Report | Annual | Chapter IV - Part-1- Actuarial Returns | Life |
| 8 | IRDAI_RET_8 | Annexure ACTL-LI-2: Appointed Actuary's Annual Report format | Annual | Chapter IV - Part-1- Actuarial Returns | Life |
| 9 | IRDAI_RET_9 | Return-ACTL-3: Annexure ACTL-LI-3: Asset Liability Management Report and Tables | Annual and also Quarterly for DSII's | Chapter IV - Part-1- Actuarial Returns | Life |
| 10 | IRDAI_RET_10 | Return-ACTL-4: Annexure ACTL-LI-4: Economic Capital Submissions | Annual | Chapter IV - Part-1- Actuarial Returns | Life |

| S. No | Form No. | Description | Frequency | Master Circular / Chapter No.s | Applicability |
|--------------|-----------------|---|------------------------------------|---|--|
| 11 | IRDAI_RET_11 | Return-ACTL-9 : Annexure ACTL-LI-5: Persistency and Renewal Rates | Annual | Chapter IV - Part-1- Actuarial Returns | Life |
| 12 | IRDAI_RET_12 | Return-ACTL-1: Additional Forms to be submitted along with Actuarial Report and Abstract (Life Insurance) | Annual | Chapter IV - Part-1- Actuarial Returns | Life |
| 13 | IRDAI_RET_13 | Return-ACTL-2: Reconciliation & Checklist (Life Insurance) | Annual | Chapter IV - Part-1- Actuarial Returns | Life |
| 14 | IRDAI_RET_14 | Return-ACTL-5 :Annexure ACTL-GI-1: IBNR Report format, Forms and Tables | Annual | Chapter IV - Part-1- Actuarial Returns | Non-Life, SAHI and Specialized Insurers |
| 15 | IRDAI_RET_15 | Return-ACTL-6 :Annexure ACTL-GI-2: Financial Condition Report (FCR) Format and Tables | Annual | Chapter IV - Part-1- Actuarial Returns | Non-Life, SAHI and Specialized Insurers |
| 16 | IRDAI_RET_16 | Return-ACTL-7:Annexure-ACTL-GI-3: Asset Liability Management Report and Tables | Annual and also Quarterly for DSIs | Chapter IV - Part-1- Actuarial Returns | Non-Life, SAHI and Specialized Insurers |
| 17 | IRDAI_RET_17 | ACTL-GI-4:Return-ACTL-8: Economic Capital Submissions | Annual | Chapter IV - Part-1- Actuarial Returns | Non-Life, SAHI and Specialized Insurers |
| 18 | IRDAI_RET_18 | Investment in Credit Default Swaps | Quarterly | Section VI of Chapter 3 (i.e. Investments) of Master Circular on Actuarial, Finance and Investment Functions of Insurers,2024 | Life, Non-Life , SAHI, Specialized Insurers & Reinsurers |
| 19 | IRDAI_RET_19 | Exposure to Interest Rate derivatives | Quarterly | Section VI of Chapter 3 (i.e. Investments) of Master Circular on Actuarial, Finance and Investment Functions of Insurers,2024 | Life, Non-Life , SAHI, Specialized Insurers & Reinsurers |
| 20 | IRDAI_RET_20 | Exposure to Companies Participating in Joint Lenders Forum (JLF) | Quarterly | Section VI of Chapter 3 (i.e. Investments) of Master Circular on Actuarial, Finance and Investment Functions of Insurers,2024 | Life, Non-Life , SAHI, Specialized Insurers & Reinsurers |

| S. No | Form No. | Description | Frequency | Master Circular / Chapter No.s | Applicability |
|--------------|-----------------|--|---|---|--|
| 21 | IRDAI_RET_21 | Investments in AIF | Quarterly | Section VI of Chapter 3 (i.e. Investments) of Master Circular on Actuarial, Finance and Investment Functions of Insurers,2024 | Life, Non-Life , SAHI, Specialized Insurers & Reinsurers |
| 22 | IRDAI_RET_22 | Exposure/Prudential and Other Investment Norms | Quarterly | Section VI of Chapter 3 (i.e. Investments) of Master Circular on Actuarial, Finance and Investment Functions of Insurers,2024 | Life, Non-Life , SAHI, Specialized Insurers & Reinsurers |
| 23 | IRDAI_RET_23 | Concurrent Auditor's Certificate on AIF investments | Quarterly | Section VI of Chapter 3 (i.e. Investments) of Master Circular on Actuarial, Finance and Investment Functions of Insurers,2024 | Life, Non-Life , SAHI, Specialized Insurers & Reinsurers |
| 24 | IRDAI_RET_24 | CA certificate on Investment Risk Management Systems and Process | Once in Two Years minimum | Section VI of Chapter 3 (i.e. Investments) of Master Circular on Actuarial, Finance and Investment Functions of Insurers,2024 | Life, Non-Life , SAHI, Specialized Insurers & Reinsurers |
| 25 | IRDAI_RET_25 | Concurrent Auditor's Certificate on Exposure to Credit Default Swaps (CDS) | Quarterly | Section VI of Chapter 3 (i.e. Investments) of Master Circular on Actuarial, Finance and Investment Functions of Insurers,2024 | Life, Non-Life , SAHI, Specialized Insurers & Reinsurers |
| 26 | IRDAI_RET_26 | Concurrent Auditor's certificate on Exposure to Interest Rate Derivatives | At the time of initially taking exposure to Interest Rate Derivatives | Section VI of Chapter 3 (i.e. Investments) of Master Circular on Actuarial, Finance and Investment Functions of Insurers,2024 | Life, Non-Life , SAHI, Specialized Insurers & Reinsurers |
| 27 | IRDAI_RET_27 | State wise investments | Quarterly | Section VI of Chapter 3 (i.e. Investments) of Master Circular on Actuarial, Finance and Investment Functions of Insurers,2024 | Life, Non-Life , SAHI, Specialized Insurers & Reinsurers |
| 28 | IRDAI_RET_28 | Concurrent Auditor's Certificate for SFIN creation | At the time of creation of each SFIN | Section VI of Chapter 3 (i.e. Investments) of Master Circular on Actuarial, Finance and Investment Functions of Insurers,2024 | Life |

| S. No | Form No. | Description | Frequency | Master Circular / Chapter No.s | Applicability |
|--------------|-----------------|--|----------------------|--|--|
| 29 | IRDAI_RET_29 | Remuneration and other payments made during the Financial Year to MD/CEO/WTD & KMPs | Annual | Clause 9.5(b) and 9.5 (d) (i) of Master Circular on Corporate Governance for Insurers,2024 | Non-Life, Life & SAHI |
| 30 | IRDAI_RET_30 | Details of Outstanding Deferred Remuneration of MD/CEO/WTD & KMPs | Annual | Clause 9.5(b) and 9.5 (d) (i) of Master Circular on Corporate Governance for Insurers,2024 | Non-Life, Life & SAHI |
| 31 | IRDAI_RET_31 | Details of Remuneration Reduced / Cancelled / Recovered in respect of KMPs during the Financial Year | Annual | Clause 9.5(b) and 9.5 (d) (i) of Master Circular on Corporate Governance for Insurers,2024 | Non-Life, Life & SAHI |
| 32 | IRDAI_RET_32 | Status of Compliance | Annual | Clause 9.5(b) and 9.5 (d) (i) of Master Circular on Corporate Governance for Insurers,2024 | Life, Non-Life , SAHI, Specialized Insurers & Reinsurers |
| 33 | IRDAI_RET_33 | Annual Compliance Certificate for appointment of common directors | Annual | Clause 2.2 (e) of Master Circular on Corporate Governance for Insurers,2024 | Non-Life, Life, SAHI ,Specialized Insurers & Re-insurers |
| 34 | IRDAI_RET_34 | Certification for compliance of the Stewardship Principles | Annual | Clause 12 of Master Circular on Corporate Governance for Insurers,2024 | Non-Life, Life, SAHI ,Specialized Insurers & Re-insurers |
| 35 | IRDAI_RET_35 | Intimation of newly launched Product | As and When Launched | Master Circular on Insurance Products | All Insurers |
| 36 | IRDAI_RET_36 | Business of newly launched Product | Annual | Master Circular on Insurance Products | All Insurers |
| 37 | IRDAI_RET_37 | Product wise Underwriting and Claim and other service level Information | Annual | Master Circular on Insurance Products | Non-Life |
| 38 | IRDAI_RET_38 | Statement of Claims – | Annual | Master Circular on Insurance Products | Non-Life |
| 39 | IRDAI_RET_39 | Outsourcing | Annual | Protection of Policyholder's Interests, operations and allied matters of insurers | Non-Life, Life & SAHI |
| 40 | IRDAI_RET_40 | PRAGATI report | Half-yearly | Protection of Policyholder's Interests, | Non-Life, Life & SAHI |

| S. No | Form No. | Description | Frequency | Master Circular / Chapter No.s | Applicability |
|-------|--------------|---|------------------------------------|---|---|
| | | | | operations and allied matters of insurers | |
| 41 | IRDAI_RET_41 | Court cases and Insurance Ombudsman Awards | Half-yearly | Protection of Policyholder's Interests, operations and allied matters of insurers | Non-Life, Life & SAHI |
| 42 | IRDAI_RET_42 | Mis-selling complaints | Half yearly | Protection of Policyholder's Interests, operations and allied matters of insurers | Non-Life, Life & SAHI |
| 43 | IRDAI_RET_43 | Details of Transfer of Unclaimed Amount of Policyholders for more than 10 years to Senior Citizens' Welfare Account | Annual | Protection of Policyholder's Interests, operations and allied matters of insurers | All Insurers |
| 44 | IRDAI_RET_44 | Reinsurance Statistics Business Within India | Annual | IRDAI (Re-insurance) Regulations, 2018 and IRDAI (Registration and Operations of Foreign Reinsurers Branches and Lloyd's India) Regulations, 2024 | Non-life insurers including Specialized Insurers, standalone Health Insurers, Indian Reinsurers, FRBs and Lloyds India, Exempted insurers |
| 45 | IRDAI_RET_45 | Reinsurance Statistics Foreign Business | Annual | IRDAI (Re-insurance) Regulations, 2018 and IRDAI (Registration and Operations of Foreign Reinsurers Branches and Lloyd's India) Regulations, 2024 | Non-life insurers including Specialized Insurers, standalone Health Insurers, Indian Reinsurers, FRBs and Lloyds India, Exempted insurers |
| 46 | IRDAI_RET_46 | Details of Outstanding Recoveries & their aging data | Annual and also Quarterly for DSIs | IRDAI (Re-insurance) Regulations, 2018 and IRDAI (Registration and Operations of Foreign Reinsurers Branches and Lloyd's India) Regulations, 2024 | Non-life insurers including Specialized Insurers, standalone Health Insurers, Indian Reinsurers, |

| S. No | Form No. | Description | Frequency | Master Circular / Chapter No.s | Applicability |
|-------|--------------|--|-----------|---|---|
| | | | | | FRBs and Lloyds India, Exempted insurers |
| 47 | IRDAI_RET_47 | Reinsurance Risk Exposure Statistics | Annual | IRDAI (Re-insurance) Regulations, 2018 and IRDAI (Registration and Operations of Foreign Reinsurers Branches and Lloyd's India) Regulations, 2024 | Non-life insurers including Specialized Insurers, standalone Health Insurers, Indian Reinsurers, FRBs and Lloyds India, Exempted insurers |
| 48 | IRDAI_RET_48 | Details of Reinsurance premium ceded to the Indian Insurer/FRBs/CBRs/IIOs | Annual | IRDAI (Re-insurance) Regulations, 2018 and IRDAI (Registration and Operations of Foreign Reinsurers Branches and Lloyd's India) Regulations, 2024 | Non-life insurers including Specialized Insurers, standalone Health Insurers, Indian Reinsurers, FRBs and Lloyds India, Exempted insurers |
| 49 | IRDAI_RET_49 | Details of Reinsurance Premium Accepted from Indian Insurer/FRBs/CBRs/IIOs | Annual | IRDAI (Re-insurance) Regulations, 2018 and IRDAI (Registration and Operations of Foreign Reinsurers Branches and Lloyd's India) Regulations, 2024 | Non-life insurers including Specialized Insurers, standalone Health Insurers, Indian Reinsurers, FRBs and Lloyds India, Exempted insurers |
| 50 | IRDAI_RET_50 | Details of Reinsurance Claims Indian Insurer/FRBs/CBRs/IIOs. (on inward) | Annual | IRDAI (Re-insurance) Regulations, 2018 and IRDAI (Registration and Operations of Foreign Reinsurers Branches and Lloyd's India) Regulations, 2024 | Non-life insurers including Specialized Insurers, standalone Health Insurers, Indian Reinsurers, |

| S. No | Form No. | Description | Frequency | Master Circular / Chapter No.s | Applicability |
|-------|--------------|---|--------------------------------------|---|---|
| | | | | | FRBs and Lloyds India, Exempted insurers |
| 51 | IRDAI_RET_51 | Details of Reinsurance Claims Indian Insurer/FRBs/CBRs/IIOs. (on Outward) | Annual | IRDAI (Re-insurance) Regulations, 2018 and IRDAI (Registration and Operations of Foreign Reinsurers Branches and Lloyd's India) Regulations, 2024 | Non-life insurers including Specialized Insurers, standalone Health Insurers, Indian Reinsurers, FRBs and Lloyds India, Exempted insurers |
| 52 | IRDAI_RET_52 | Statement of Facultative Placement | Annual | IRDAI (Re-insurance) Regulations, 2018 and IRDAI (Registration and Operations of Foreign Reinsurers Branches and Lloyd's India) Regulations, 2024 | Non-life insurers including Specialized Insurers, standalone Health Insurers, Indian Reinsurers, FRBs and Lloyds India, Exempted insurers |
| 53 | IRDAI_RET_53 | Statement of Reinsurance Premium (Indian Business, Foreign Business) | Annual and also Quarterly for DSIIIs | IRDAI (Re-insurance) Regulations, 2018 and IRDAI (Registration and Operations of Foreign Reinsurers Branches and Lloyd's India) Regulations, 2024 | Indian Reinsurers, FRBs and Lloyds India |
| 54 | IRDAI_RET_54 | Statement of Underwriting performance | Annual | IRDAI (Re-insurance) Regulations, 2018 and IRDAI (Registration and Operations of Foreign Reinsurers Branches and Lloyd's India) Regulations, 2024 | Reinsurers, FRBs and Lloyds India |
| 55 | IRDAI_RET_55 | Aging data of reinsurance recoverable claims | Annual | IRDAI (Re-insurance) Regulations, 2018 and IRDAI (Registration and Operations of Foreign Reinsurers Branches | Life Insurers , Indian Reinsurers and FRB |

| S. No | Form No. | Description | Frequency | Master Circular / Chapter No.s | Applicability |
|--------------|-----------------|--|------------------|---|---|
| | | | | and Lloyd's India) Regulations, 2024 | |
| 56 | IRDAI_RET_56 | Details of Retained Sum at Risk | Annual | IRDAI (Re-insurance) Regulations, 2018 and IRDAI (Registration and Operations of Foreign Reinsurers Branches and Lloyd's India) Regulations, 2024 | Life Insurers , Indian Reinsurers and FRB |
| 57 | IRDAI_RET_57 | Details of Reinsurance premium ceded to and claims received from the Indian Insurer/FRBs/CBRs/IIOs | Annual | IRDAI (Re-insurance) Regulations, 2018 and IRDAI (Registration and Operations of Foreign Reinsurers Branches and Lloyd's India) Regulations, 2024 | Life Insurers , Indian Reinsurers and FRB |
| 58 | IRDAI_RET_58 | Details of Reinsurance Premium Accepted from and claims paid to Indian Insurer/FRBs/CBRs/IIOs | Annual | IRDAI (Re-insurance) Regulations, 2018 and IRDAI (Registration and Operations of Foreign Reinsurers Branches and Lloyd's India) Regulations, 2024 | Life Insurers , Indian Reinsurers and FRB |
| 59 | IRDAI_RET_59 | Reinsurance Premium and Claims Accounts for the quarter | Quarterly | IRDAI (Re-insurance) Regulations, 2018 and IRDAI (Registration and Operations of Foreign Reinsurers Branches and Lloyd's India) Regulations, 2024 | Life Insurers , Indian Reinsurers and FRB |
| 60 | IRDAI_RET_60 | Insurance Pool Statistics | Annual | IRDAI (Re-insurance) Regulations, 2018 and IRDAI (Registration and Operations of Foreign Reinsurers Branches and Lloyd's India) Regulations, 2024 | Pool Administrator |

Part – II - Submission of returns under BAP/ Email

This part of the circular seeks business statistics in order to understand the growth and spread of the business in various geographies, distribution channels, demography, product segments, persistency, renewability, etc. It provides greater insights into the company's business strategy.

| S. No | Form No. | Description | Frequency | Applicability |
|--------------|-----------------|---|------------------|----------------------|
| 1 | IRDAI_RET_101 | PMJJBY-Policy year data | Monthly | Life |
| 2 | IRDAI_RET_102 | PMJJBY- Bank wise | Monthly | Life |
| 3 | IRDAI_RET_103 | PMJJBY- State wise | Monthly | Life |
| 4 | IRDAI_RET_104 | Annual Audited Statistics-General Info | Annually | Life |
| 5 | IRDAI_RET_105 | Annual Audited Statistics-Channel wise | Annually | Life |
| 6 | IRDAI_RET_106 | Annual Audited Statistics-State wise | Annually | Life |
| 7 | IRDAI_RET_107 | Annual Audited Statistics-Micro Ins | Annually | Life |
| 8 | IRDAI_RET_108 | Annual Audited Statistics-List Of MI products | Annually | Life |
| 9 | IRDAI_RET_109 | Annual Audited Statistics-Claims | Annually | Life |
| 10 | IRDAI_RET_110 | Annual Audited Statistics-Details of claims | Annually | Life |
| 11 | IRDAI_RET_111 | Annual Audited Statistics-SEC 45 CASES | Annually | Life |
| 12 | IRDAI_RET_112 | Annual Audited Statistics-MI Claims | Annually | Life |
| 13 | IRDAI_RET_113 | Annual Audited Statistics-Details of MI Claims | Annually | Life |
| 14 | IRDAI_RET_114 | Annual Audited Statistics-Unclaimed | Annually | Life |
| 15 | IRDAI_RET_115 | Annual Audited Statistics-Benefits Paid_Indvl | Annually | Life |
| 16 | IRDAI_RET_116 | Annual Audited Statistics-Benefits Paid_Group | Annually | Life |
| 17 | IRDAI_RET_117 | Annual Audited Statistics-Agency Stats State wise | Annually | Life |
| 18 | IRDAI_RET_118 | Annual Audited Statistics-Agency stats | Annually | Life |
| 19 | IRDAI_RET_119 | Annual Audited Statistics-Individual Agents state wise | Annually | Life |
| 20 | IRDAI_RET_120 | Annual Audited Statistics-POS | Annually | Life |
| 21 | IRDAI_RET_121 | Annual Audited Statistics-Women Lives | Annually | Life |
| 22 | IRDAI_RET_122 | Annual Audited Statistics-INSP - Renewal | Annually | Life |
| 23 | IRDAI_RET_123 | Annual Audited Statistics-GNSP - Renewal | Annually | Life |
| 24 | IRDAI_RET_124 | Annual Audited Statistics-Renewal Business State wise | Annually | Life |
| 25 | IRDAI_RET_125 | Annual Audited Statistics-Certificate | Annually | Life |
| 26 | IRDAI_RET_126 | Annual Audited Statistics-Rural-Social | Annually | Life |
| 27 | IRDAI_RET_127 | Business Data on Social Security Schemes | Annual | Life |
| 28 | IRDAI_RET_128 | Income wise Classification of Insurance Buyers- Statewise.xls | Annual | Life |
| 29 | IRDAI_RET_129 | New Business Data - Product and Channel Wise.xls | Annual | Life |
| 30 | IRDAI_RET_130 | New Business - First Premium Figures - Individual - Rider.xls | Monthly | Life |
| 31 | IRDAI_RET_131 | New Business - First Premium Figures - Individual.xls | Monthly | Life |

| S. No | Form No. | Description | Frequency | Applicability |
|--------------|-----------------|---|------------------|----------------------|
| 32 | IRDAI_RET_132 | New Business Figures (First Year Premium) - Group - Rider.xls | Monthly | Life |
| 33 | IRDAI_RET_133 | New Business Figures (First Year Premium) - Group.xls | Monthly | Life |
| 34 | IRDAI_RET_134 | New Business Figures (First Year Premium) - Individual - Rider.xls | Monthly | Life |
| 35 | IRDAI_RET_135 | New Business Figures (First Year Premium) - Individual.xls | Monthly | Life |
| 36 | IRDAI_RET_136 | Renewal - Group Business Figures-Rider.xls | Monthly | Life |
| 37 | IRDAI_RET_137 | Renewal - Group Business Figures.xls | Monthly | Life |
| 38 | IRDAI_RET_138 | Renewal - Individual Business Figures-Rider.xls | Monthly | Life |
| 39 | IRDAI_RET_139 | Renewal - Individual Business Figures.xls | Monthly | Life |
| 40 | IRDAI_RET_140 | Agency Statistics - Slabwise.xls | Quarterly | Life |
| 41 | IRDAI_RET_141 | Agency Statistics Statewise.xls | Quarterly | Life |
| 42 | IRDAI_RET_142 | Agency Statistics.xls | Quarterly | Life |
| 43 | IRDAI_RET_143 | Claims Data on Social Security Schemes.xls | Quarterly | Life |
| 44 | IRDAI_RET_144 | Data for surrenders, partial withdrawals, switches and top-ups.xls | Quarterly | Life |
| 45 | IRDAI_RET_145 | Data on legal cases.xls | Quarterly | Life |
| 46 | IRDAI_RET_146 | Death Claim, Maturity and Scheme Level Surrenders (Group) - Ageing of Claims.xls | Quarterly | Life |
| 47 | IRDAI_RET_147 | Death Claim, Maturity and Scheme Level Surrenders (Group) - Claims Movement.xls | Quarterly | Life |
| 48 | IRDAI_RET_148 | Death Claim, Maturity and Scheme Level Surrenders (Group) - Scheme level Surrenders.xls | Quarterly | Life |
| 49 | IRDAI_RET_149 | Death Claims (Individual) - Ageing of Claims.xls | Quarterly | Life |
| 50 | IRDAI_RET_150 | Death Claims (Individual) - Claims Movement.xls | Quarterly | Life |
| 51 | IRDAI_RET_151 | Death Occurrences - Policy Duration wise.xls | Quarterly | Life |
| 52 | IRDAI_RET_152 | Details of business procured through distance mediums.xls | Quarterly | Life |
| 53 | IRDAI_RET_153 | Details of New Business Data For MI - Channel wise.xls | Quarterly | Life |
| 54 | IRDAI_RET_154 | Details of New Business Data For MI - Statewise.xls | Quarterly | Life |
| 55 | IRDAI_RET_155 | Free Look and Cheque dishonor data.xls | Quarterly | Life |
| 56 | IRDAI_RET_156 | Group New Business Category wise Data.xls | Quarterly | Life |
| 57 | IRDAI_RET_157 | Health Claims (Group) - Ageing of Claims.xls | Quarterly | Life |
| 58 | IRDAI_RET_158 | Health Claims (Group) - Claims Movement.xls | Quarterly | Life |
| 59 | IRDAI_RET_159 | Health Claims (Individual) - Ageing of Claims.xls | Quarterly | Life |
| 60 | IRDAI_RET_160 | Health Claims (Individual) - Claims Movement.xls | Quarterly | Life |
| 61 | IRDAI_RET_161 | List of MI Products.xls | Quarterly | Life |
| 62 | IRDAI_RET_162 | MI Claims Movement Form - Death Claims - Ageing of Claims.xls | Quarterly | Life |

| S. No | Form No. | Description | Frequency | Applicability |
|--------------|-----------------|--|------------------|----------------------|
| 63 | IRDAI_RET_163 | MI Claims Movement Form - Death Claims - Claims Movement.xls | Quarterly | Life |
| 64 | IRDAI_RET_164 | MI Claims Movement Form - Maturity - Ageing of Claims.xls | Quarterly | Life |
| 65 | IRDAI_RET_165 | MI Claims Movement Form - Maturity - Claims Movement.xls | Quarterly | Life |
| 66 | IRDAI_RET_166 | New Business Data - Channelwise.xls | Quarterly | Life |
| 67 | IRDAI_RET_167 | New Business Data – State wise - Group.xls | Quarterly | Life |
| 68 | IRDAI_RET_168 | New Business Data - Statewise - Individual.xls | Quarterly | Life |
| 69 | IRDAI_RET_169 | Penal Interest Paid - Claims and Benefits.xls | Quarterly | Life |
| 70 | IRDAI_RET_170 | Repudiated_Rejected Claims Data.xls | Quarterly | Life |
| 71 | IRDAI_RET_171 | Rider Claims Data - Ageing of Claims.xls | Quarterly | Life |
| 72 | IRDAI_RET_172 | Rider Claims Data - Claims Movement.xls | Quarterly | Life |
| 73 | IRDAI_RET_173 | State wise Benefits Paid Movement Form.xls | Quarterly | Life |
| 74 | IRDAI_RET_174 | State wise Death Claims Movement Form.xls | Quarterly | Life |
| 75 | IRDAI_RET_175 | Survival Periodic Benefits and Maturity Benefits (Individual) - Ageing of Claims.xls | Quarterly | Life |
| 76 | IRDAI_RET_176 | Survival Periodic Benefits and Maturity Benefits (Individual) - Claims Movement.xls | Quarterly | Life |
| 77 | IRDAI_RET_177 | Segment wise Gross Premium data across all Channels | Quarterly | Non-Life, SAHI |
| 78 | IRDAI_RET_178 | Statement of Incurred claims | Quarterly | Non-Life, SAHI |
| 79 | IRDAI_RET_179 | State wise and channel wise claims reported | Quarterly | Non-Life, SAHI |
| 80 | IRDAI_RET_180 | State wise and channel wise claims Paid | Quarterly | Non-Life, SAHI |
| 81 | IRDAI_RET_181 | State wise and channel wise claims incurred | Quarterly | Non-Life, SAHI |
| 82 | IRDAI_RET_182 | Catastrophic Claim Details – State wise | Annual | Non-Life |
| 83 | IRDAI_RET_183 | Large Claim Details - Insurer-wise | Annual | Non-Life |
| 84 | IRDAI_RET_184 | MICROINSURANCE STATISTICS -Upto the quarter | Quarterly | Non-Life, SAHI |
| 85 | IRDAI_RET_185 | Form X - State wise Statement of Offices (Quarterly Format) | Quarterly | Non-Life, SAHI |
| 86 | IRDAI_RET_186 | Details of foreign offices | Quarterly | Non-Life, SAHI |
| 87 | IRDAI_RET_187 | Form IX - Agency Organisation Statement (Quarterly Format) | Quarterly | Non-Life, SAHI |
| 88 | IRDAI_RET_188 | Summary of Terrorism Insurance Business | Annual | Non-Life |
| 89 | IRDAI_RET_189 | Claims Data for Coinsurance | Annual | Non-Life |
| 90 | IRDAI_RET_190 | Monthly Business figures | Monthly | Non-Life, SAHI |
| 91 | IRDAI_RET_191 | Details of product / add-on performance (Health / Personal Accident / Domestic Travel / Overseas Travel) | Annual | Non-Life, SAHI |
| 92 | IRDAI_RET_192 | Details of State-wise Channel-wise business | Annual | Non-Life, SAHI |

| S. No | Form No. | Description | Frequency | Applicability |
|--------------|-----------------|---|--|--------------------------------------|
| 93 | IRDAI_RET_193 | State-wise details of New Business and In-force Business | Annual | Non-Life, SAHI |
| 94 | IRDAI_RET_194 | Details of state wise (excluding PA and Travel) claims paid by mode of settlement of claims | Annual | Non-Life, SAHI |
| 95 | IRDAI_RET_195 | State wise details on number of network providers | Annual | Non-Life, SAHI |
| 96 | IRDAI_RET_196 | Details of claims handled (in-house settlement and through TPAs, as may be applicable) | Annual | Non-Life, SAHI |
| 97 | IRDAI_RET_197 | Details of Gross Premium, Number of persons covered and incurred claims for the quarter | Quarterly | Non-Life, SAHI |
| 98 | IRDAI_RET_198 | State-wise details of Claims, New Business, Renewal Business and In-force Business of Health Insurance Products and Riders (of life insurers) | Annual | Life |
| 99 | IRDAI_RET_199 | Fraud Monitoring Report | Annual | Non-Life, Life & SAHI |
| 100 | IRDAI_RET_200 | A-RA: Revenue Account | Quarterly | Life |
| 101 | IRDAI_RET_201 | A-PL: Profit & Loss Account | Quarterly | Life |
| 102 | IRDAI_RET_202 | A-BS: Balance Sheet | Quarterly | Life |
| 103 | IRDAI_RET_203 | Schedule 1: Premium | Quarterly | Life |
| 104 | IRDAI_RET_204 | Schedule 2: Commission Expenses | Quarterly | Life |
| 105 | IRDAI_RET_205 | Schedule 3: Operating Expenses | Quarterly | Life |
| 106 | IRDAI_RET_206 | Schedule 4: Benefits Paid | Quarterly | Life |
| 107 | IRDAI_RET_207 | Schedule 5: Share Capital | Quarterly | Life |
| 108 | IRDAI_RET_208 | Schedule 5A: Pattern of Shareholding | Quarterly | Life |
| 109 | IRDAI_RET_209 | Schedule 6: Reserves and Surplus | Quarterly | Life |
| 110 | IRDAI_RET_210 | Schedule 7: Borrowings | Quarterly | Life |
| 111 | IRDAI_RET_211 | Schedule 8: Investments - Shareholders | Quarterly | Life |
| 112 | IRDAI_RET_212 | Schedule 8A: Investments - Policyholders | Quarterly | Life |
| 113 | IRDAI_RET_213 | Schedule 8B: Investments - Assets to Cover Linked Liabilities | Quarterly | Life |
| 114 | IRDAI_RET_214 | Schedule 9: Loans | Quarterly | Life |
| 115 | IRDAI_RET_215 | Schedule 10: Fixed Assets | Quarterly | Life |
| 116 | IRDAI_RET_216 | Schedule 11: Cash and Bank Balances | Quarterly | Life |
| 117 | IRDAI_RET_217 | Schedule 12: Advances and Other Assets | Quarterly | Life |
| 118 | IRDAI_RET_218 | Schedule 13: Current Liabilities | Quarterly | Life |
| 119 | IRDAI_RET_219 | Schedule 14: Provisions | Quarterly | Life |
| 120 | IRDAI_RET_220 | Schedule 15: Miscellaneous Expenditure | Quarterly | Life |
| 121 | IRDAI_RET_221 | B-RA: Revenue Account | Quarterly for Non life Insurers, SAHI & Re-Insurers and Half Yearly for FRBs | Non life, SAHI, Re-Insurers and FRBs |
| 122 | IRDAI_RET_222 | B-PL: Profit & Loss Account | Quarterly for Non life | Non life, SAHI, Re- |

| S. No | Form No. | Description | Frequency | Applicability |
|--------------|-----------------|--------------------------------------|--|--------------------------------------|
| | | | Insurers, SAHI & Re-Insurers and Half Yearly for FRBs | Insurers and FRBs |
| 123 | IRDAI_RET_223 | B-BS: Balance Sheet | Quarterly for Non life Insurers, SAHI & Re-Insurers and Half Yearly for FRBs | Non life, SAHI, Re-Insurers and FRBs |
| 124 | IRDAI_RET_224 | Schedule 1: Premium Earned [Net] | Quarterly for Non life Insurers, SAHI & Re-Insurers and Half Yearly for FRBs | Non life, SAHI, Re-Insurers and FRBs |
| 125 | IRDAI_RET_225 | Schedule 2: Claims Incurred [Net] | Quarterly for Non life Insurers, SAHI & Re-Insurers and Half Yearly for FRBs | Non life, SAHI, Re-Insurers and FRBs |
| 126 | IRDAI_RET_226 | Schedule 3: Commission | Quarterly for Non life Insurers, SAHI & Re-Insurers and Half Yearly for FRBs | Non life, SAHI, Re-Insurers and FRBs |
| 127 | IRDAI_RET_227 | Schedule 4: Operating Expenses | Quarterly for Non life Insurers, SAHI & Re-Insurers and Half Yearly for FRBs | Non life, SAHI, Re-Insurers and FRBs |
| 128 | IRDAI_RET_228 | Schedule 5: Share Capital | Quarterly for Non life Insurers, SAHI & Re-Insurers and Half Yearly for FRBs | Non life, SAHI, Re-Insurers and FRBs |
| 129 | IRDAI_RET_229 | Schedule 5A: Pattern of Shareholding | Quarterly for Non life Insurers, SAHI & Re-Insurers and Half Yearly for FRBs | Non life, SAHI, Re-Insurers and FRBs |
| 130 | IRDAI_RET_230 | Schedule 6: Reserves and Surplus | Quarterly for Non life Insurers, SAHI & Re-Insurers and Half Yearly for FRBs | Non life, SAHI, Re-Insurers and FRBs |

| S. No | Form No. | Description | Frequency | Applicability |
|--------------|-----------------|---|--|--------------------------------------|
| 131 | IRDAI_RET_231 | Schedule 6A:Head Office Account Schedule | Quarterly for Non life Insurers, SAHI & Re-Insurers and Half Yearly for FRBs | Non life, SAHI, Re-Insurers and FRBs |
| 132 | IRDAI_RET_232 | Schedule 7: Borrowings | Quarterly for Non life Insurers, SAHI & Re-Insurers and Half Yearly for FRBs | Non life, SAHI, Re-Insurers and FRBs |
| 133 | IRDAI_RET_233 | Schedule 8: Investments - Shareholders | Quarterly for Non life Insurers, SAHI & Re-Insurers and Half Yearly for FRBs | Non life, SAHI, Re-Insurers and FRBs |
| 134 | IRDAI_RET_234 | Schedule 8A: Investments - Policyholders | Quarterly for Non life Insurers, SAHI & Re-Insurers and Half Yearly for FRBs | Non life, SAHI, Re-Insurers and FRBs |
| 135 | IRDAI_RET_235 | Schedule 8B: Investments - Assets to Cover Linked Liabilities | Quarterly for Non life Insurers, SAHI & Re-Insurers and Half Yearly for FRBs | Non life, SAHI, Re-Insurers and FRBs |
| 136 | IRDAI_RET_236 | Schedule 9: Loans | Quarterly for Non life Insurers, SAHI & Re-Insurers and Half Yearly for FRBs | Non life, SAHI, Re-Insurers and FRBs |
| 137 | IRDAI_RET_237 | Schedule 10: Fixed Assets | Quarterly for Non life Insurers, SAHI & Re-Insurers and Half Yearly for FRBs | Non life, SAHI, Re-Insurers and FRBs |
| 138 | IRDAI_RET_238 | Schedule 11: Cash and Bank Balances | Quarterly for Non life Insurers, SAHI & Re-Insurers and Half Yearly for FRBs | Non life, SAHI, Re-Insurers and FRBs |
| 139 | IRDAI_RET_239 | Schedule 12: Advances and Other Assets | Quarterly for Non life Insurers, SAHI & Re-Insurers | Non life, SAHI, Re-Insurers and FRBs |

| S. No | Form No. | Description | Frequency | Applicability |
|-------|---------------|--|--|--------------------------------------|
| | | | and Half Yearly for FRBs | |
| 140 | IRDAI_RET_240 | Schedule 13: Current Liabilities | Quarterly for Non life Insurers, SAHI & Re-Insurers and Half Yearly for FRBs | Non life, SAHI, Re-Insurers and FRBs |
| 141 | IRDAI_RET_241 | Schedule 14: Provisions | Quarterly for Non life Insurers, SAHI & Re-Insurers and Half Yearly for FRBs | Non life, SAHI, Re-Insurers and FRBs |
| 142 | IRDAI_RET_242 | Schedule 15: Miscellaneous Expenditure | Quarterly for Non life Insurers, SAHI & Re-Insurers and Half Yearly for FRBs | Non life, SAHI, Re-Insurers and FRBs |

Time Line for submission: - The Returns mentioned above shall be submitted by the insurers in the desired frequency within the stipulated time as mentioned below, unless otherwise specified under the form

- a. Returns submitted through BAP will be continued to be submitted as per timelines stipulated therein
- b. Returns submitted through E-mails shall be submitted 21 days from the end of reporting period for Unaudited Returns, and 45 days from the end of reporting period for Audited Returns

These returns can be accessed through this [link https://irdai.gov.in/document-detail?documentId=5049895](https://irdai.gov.in/document-detail?documentId=5049895)

Part – III - Repeal

This Master Circular supersedes the following Guidelines/Circulars:

| S. No. | Date | Ref. No. | Brief description of Circular/Guidelines issued |
|---------------|-------------|--------------------------------------|---|
| 1 | 23-12-2014 | IRDA/HEALTH/GEN/BAP HEALTH INS/56/2 | Submission of Health Insurance Regulatory Returns through the Business Analytics Project (BAP) Module |
| 2 | 23-12-2014 | IRDA/HEALTH/GEN/BAPHEALTH INS/56/1 | Changes in Health Insurance Regulatory Returns as published under IRDA (Health Insurance) Regulations, 2013. |
| 3 | 15-05-2015 | IRDAI/HEALTH/GEN/BAPHEALTH/1/2015-16 | Submission of data in BAP Health Insurance Module -reg. |
| 4 | 26-05-2015 | IRDA/HEALTH/GEN/BAPHEALTH/2/2015-16 | Filing of Health Insurance Products through BAP F & U Health Insurance Module- |
| 5 | 11-01-2017 | IRDA/HLT/REG/CIR/006/01/2017 | Partial Modification of the provisions of Guidelines on Standardization in Health Insurance Yearly returns to be furnished within 90 days from the close of the Financial Year.” |
| 6 | 06.12.2022 | IRDAI/HLT/CIR/MISC/235/12/2022 | Extension of timelines for filing of Health Quarterly Returns to the Authority |
| 7 | 03-01-2023 | IRDAI/REIN/CIR/RT/1/1/2023 | Submission of Reinsurance Returns |
| 8 | 03-06-2022 | IRDAI/REIN/CIR/MISC/112/6/2022 | Public Disclosures by FRBs/Lloyd's India |
| 9 | 15-01-2019 | IRDA/RI/CIR/MISC/011/01/2019 | Submission of Reinsurance Returns and Programme. |
| 10 | 31-01-2016 | IRDAI/CAD/CIR/MISC/01/2016 | Periodical returns on grievance Redressal process |