



Institute of Actuaries of India

Statutory body established under an Act of Parliament

Unit No. F-206, 2nd Floor, F Wing, Tower II, Seawoods Grand Central,
Plot no R-1, Sector 40, Nerul Road, Navi Mumbai - 400706
+91 22 6243 3333 +91 22 6243 3322

ACADEMIC RECORDS REQUEST FORM

Please complete this form and return it to:

Examinations team, Institute of Actuaries of India, Unit no. F-206, 2nd Floor, 'F' Wing in Tower 2, Seawoods Grand Central, Plot no R-1, Sector 40, Seawoods, Near Seawoods Railway Station, Navi Mumbai - 400 706

Note:

1. Please use BLOCK CAPITALS and blue ink when filling this form.
2. Please "initial" each page.
3. Fees for total service of ₹ 500/- for Indian address and Soft Copy and ₹ 2000/- for Overseas address.
4. 18% GST fees will be applicable on the above amount
5. Submit the Pan Card along with the application form.
6. Form is applicable for Active student, Associate, Fellow and Affiliate members

Section 1 – Applicant Details

Name: Mr/ Mrs/ Ms/Dr (Mandatory)

IAI Membership No

Year of Admission

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First name

Middle name

Surname

Mob

Tel (R)

Tel (O)

Email ID

Date of Birth

Current Residential Address

Flat/Door/Block no

Name of the Premise/Building/Village

Road/Street/Post Office

Area/Locality

Town/City/District

Pin

State

Country

Nationality

Annual Membership fees paid till: _____ (Date in DD/MM/YYYY format)

Members to provide the details of Educational body where the Examination transcript Information to be sent:

Name of the Body: _____

Address: _____

Email: _____

Reason: _____

Reference Number: _____



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***Applicable to Associate/Fellow/Affiliate Members- Mention Date of Qualification in below field:**

Associateship: _____

Fellowship: _____

Affiliateship: _____

Name Change details if any (in case of Female candidates after marriage) Old Name

***Attach Marriage Certificate**

Section 2 – Details of Subjects passed/ exempted and Category to be verified:

- Kindly tick on the below category which are to be verified

Membership	Tick
Fellow	
Affiliate	
Associate	
Student	

S. No.	Subject	Passed/ Exempted	Exam Diet	S. No.	Subject	Passed/ Exempted	Exam Diet
1.				9.			
2.				10.			
3.				11.			
4.				12.			
5.				13.			
6.				14.			
7.				15.			
8.				16.			

Section 3 – Method of Payment: Online transfer

Beneficiary Name : Institute of Actuaries of India

Bank Name : Axis Bank Ltd

Bank Account Number : 921010006476949

Bank Branch Name : Sector 6 Nerul Branch, Shop No 18 & 19, Beverly Park CHS, Plot 20, Sector 6
Nerul, Navi Mumbai – 400 706.

Nature of Bank Account : Saving Account

IFSC Code : UTIB0003321

Section 4– Declaration

- I have not at any time been convicted of an offence (other than violation of a Road Traffic Laws) by any court of jurisdiction in India or elsewhere.
- I have not at any time either in India or elsewhere been censured, disciplined or publicly criticized by any professional body to which I belong or belonged or been dismissed from any professional office or employment or refused entry to any profession or occupation.
- I am not subject to any of the disqualifications stated in section 11 of the Actuaries Act 2006.
- Institute has the right to reject the application if the applicant fails to submit the required documents within a stipulated timeline of 30 days which will be calculated from the date of informing to the applicant via email.



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5. There is no disciplinary action taken or pending against me by any other actuarial body of which I have been a member.

I hereby apply for Academic Records confirmation letter with Institute of Actuaries of India and declare that all the above information is correct.

Name:
Date:
Place:

Signed:

(Please sign within the box)