**Professional Compliance Questionnaire APS 4 – for Peer Reviewer**

The Council in terms of the powers vested in it Section 19(2)(i) and Section 19(2)(r) of the Institute of Actuaries of India has put in place the above APS which is classified as Practice Standard, meaning thereby that a material breach of its provisions would by itself be a ground for complaint under disciplinary powers and would amount to a strong prima facie evidence of unprofessional conduct or professionally objectionable conduct. Such evidence could normally be set aside only if the member could show that in an actuarial advice given, any departure considered appropriate from the strict compliance with any aspect of the APS had been disclosed and justified.

The Council would want to satisfy itself, to the extent that it is possible to do so, that the Appointed Actuaries are in strict compliance with this APS at all times and that to the extent it is not so, the same is made part of the actuarial report and justified. The Council would also want to satisfy itself as to the manner in which such compliance is actualized so as to ensure that the APS is strengthened if need be on continuing basis.

It is clarified that the Compliance Questionnaire is a means for the Council to have a higher level of satisfaction of compliance by the Appointed Actuaries and does not amount to certification that the Appointed Actuary has complied with all the provisions of the APS fully as in the nature of things such a judgmental process should rest with the Council and the judicial authority in India.

It is also clarified that this Compliance Questionnaire contains those elements of the APS which are currently considered by Council as key aspects to be monitored and there could be other aspects as well which the Appointed Actuary needs to comply.

**Confidentiality**

The contents of this Compliance Questionnaire are confidential between Council or any committee constituted by Council and the Appointed Actuary and shall under no circumstances be used against him/her without his/her knowledge and due processes as prescribed within rules of the Institute of Actuaries of India

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| **Q No** | **Checklist question** | **Reply** |
| **1** | **About the Peer Reviewer** |  |
| 1.1 | Have you satisfied that you are independent of and external to the insurer? |  |
| 1.2 | Have you satisfied that you meet the criterion specified in the APS to be considered as external? |  |
| 1.3 | Do you have sufficient experience to be capable of contributing to all the technical aspects of the work? |  |
| 1.4 | Have you disclosed in the peer reviewer’s report your prior commercial or employment relationships with the insurer or with group companies or the fact that there is a confidentiality agreement in place and confirm that there is no conflict of interest in accepting the peer review work? |  |
| 1.5 | If you have had prior commercial or employment relationships with the insurer or group companies, have you satisfied that there is no conflict of interest? |  |
| 1.6 | Are you a Fellow member of IAI and do you hold the appropriate Certificate of Practice? |  |
| 1.7 | Have you ensured that not more than three consecutive annual statutory actuarial valuations of the same insurer with a cooling period of atleast one year have been peer reviewed by you, starting the count from 31/03/2014 valuation? |  |
| **2** | **About the Peer Review** |  |
| 2.1 | Has your review covered all relevant and significant aspects of the annual statutory valuation such as   * data collection and verification, * selection of assumptions, * selection of analytical methods, * calculations, * results and conclusions? * aspects relating the systems, processes and controls adopted in the above matter? |  |
| 2.2 | Have you discussed the work in appropriate depth with the Appointed Actuary? |  |
| 2.3 | Have the discussions in 2.2 been documented in sufficient details to record that a professional and formal peer review has taken place? |  |
| 2.4 | If the peer review process has been spread over a period of time, have you ensured that the requirements of the relevant APSs been complied with for each element of work? |  |
| 2.5 | Have you ensured that activities and processes concerned with reviewing results and conclusions have not been delegated? |  |
| **3** | **About the Peer Review Report** |  |
| 3.1 | Have you provided a report to the Appointed Actuary stating that the peer review has been carried out within the framework laid down by APS 4 and describing the nature of the work reviewed? |  |
| 3.2 | Have you ensured that the differences, if any, with the Appointed have been resolved before finalizing the report and if any material differences have remained unresolved the same have been mentioned in the peer review report? |  |
| 3.3 | Have you ensured that the Peer review report contains, at the minimum, the items mentioned in Appendix 1 of APS 4? |  |

Name of the Peer reviewer

Signature

Date