



# 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

February 18, 2024

## May 2024 Actuarial Examination – Registration Announcement

Dear Candidates

Institute is elated to announce that all the examinations from upcoming May 2024 session will be conducted in an online Home-based format.

[Click here](#) to view the Timetable – May 2024 Examination to be held from 21<sup>st</sup> May to 31<sup>st</sup> May 2024.

### Important Dates

- 1) Online Registration starts on **21<sup>st</sup> February 2024, Wednesday from 3.00 p.m.**
- 2) Last date of Registration without late fee is **16<sup>th</sup> April 2024, Tuesday up to 6.00 p.m.**
- 3) Last date of Registration with late fee is **23<sup>rd</sup> April 2024, Tuesday up to 6:00 p.m.**
- 4) Hall ticket will be made available to download under your respective member login by **3<sup>rd</sup> May 2024, 6:00 pm.**
- 5) To appear for May 2024 Online Examination, all applicants shall be required to fulfil the following **mandatory technical requirements:**

<b>Hardware</b>	Personal Desktop/ Laptop <sup>1</sup>
	Web Camera
	Microphone
<b>Operating System</b>	Licensed Windows 10 and above
	<b>(NOTE: IOS / MAC BOOK ARE NOT ALLOWED)</b> .NET Framework 4.5.1 and above
<b>Web Browser</b> <b>(Any One)</b>	Google Chrome – Version 121.0.6167.185 and above (Recommended)
	Firefox - 121.0.1 and above (Recommended)
<b>Internet</b>	Minimum speed of 1 MBPS and above
<b>RAM</b>	Minimum 1-2 GB
<b>Note: Device should have free space of <u>more than 250 MB</u> on the default hard drive.</b>	

For the following subjects, applicants shall also fulfil the additional requirements as given below:

1. CM1, CM2, CP2:
  - a. MS Office (Licensed)- 2010 or above
2. CS1, CS2:

<sup>1</sup> No tablet or mobile devices are eligible.



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- a. MS Office (Licensed)- 2010 or above
- b. R version 3.6.1 or higher
- c. R Studio – Version 1.1 or higher for 32-bit operating system  
Version 1.2 or higher for 64-bit operating system
- d. Packages – base, stats, utils, graphics, fpp, markov chain, forecast, dplyr, readxl, psych, corrplot, flexsurv, survival etc.

Note: Any modifications in above technical requirements will be notified by the Institute.

We urge all applicants to meet all mandatory technical requirements before registering for May 2024 Online Examination. No requests for cancellation will be entertained post registration.

- 6) Institute will issue the **“Student Guide for Actuarial May 2024 Home Based Online Examination”** for detailed ‘know how’ of the online examination shortly.
- 7) Institute plans to conduct **mock examinations** for all registered candidates. This will enable candidate to confirm if their system meets the technical requirements as stated above. It will further help the candidate to get acquainted with exam software and processes. It is strongly recommended that the candidate appear for the mock examination to avoid last minute hassle. The detailed information will be communicated once registrations are closed.
- 8) You are advised to use your registered email id for all the communications related to examination.
- 9) All examination related details will be available in the Member Login and will also be communicated on your registered email ID at least 2 days before the date of examination.

## **The procedure for the online registration of examination:**

- 1) Log on to your member login ([www.actuariesindia.org](http://www.actuariesindia.org)) by entering your login ID and Password. Once you login, the system will ask you to upload your passport size photograph, telephone number and email id before moving further.
- 2) Click on the **“Examination”** -> **“May 2024 Examination”**-> **“Examination Form”** tab.
- 3) Select the correspondence address you wish to select **“Permanent”** Or **“Alternate”**.
- 4) Select Country, City and enter Pin Code at the time of registration **from where you would like to appear for the Examination.**
- 5) Click on **“Edit Profile details”** in case you wish to change your Correspondence address, contact number or Email ID. **Make sure edited and non-edited details are accurate to send and receive communications throughout the examination process.**
- 6) It is mandatory to upload your passport size photograph as per the mentioned specification. You will receive a confirmation email in case your uploaded photograph is up to the mark else you will be receiving a rejection email asking you to re-upload the proper photograph.



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Do's	Don'ts
Upload your recent passport size photograph (4.5 cm length x 3.5 cm width) in colour	Do not upload black and white photographs
Background of the photograph should be plain white and the dress should be in dark colour	Photograph with dark background or in uniform, or with eyes hidden under coloured or dark glasses will not be accepted
Photograph should fit within the given box	Photograph is NOT to be signed
Frontal view of the full face should be visible in the photograph	Distracting shadows on the face or in the background should not be there
Print of the photograph should be clear and with a continuous-tone quality	Eyes must not be covered by hair.
Expression of the face should be natural (no grinning, frowning or raised eyebrows)	Glares or eyeglasses should be avoided with a slight upward or downward tilt of the head
Eyes must be open and both edges of face must be clearly visible	Photograph should not be damaged, for example: torn, creased, or marked
Minimum photo resolution should be of 150px * 150px. Maximum photo size not more than 1MB to be saved only in (.png, .jpg, .bmp, .jpeg, .gif, .raw) format	Head coverings are not permitted except for religious reasons, but the facial features from bottom of chin to top of forehead and both edges of the face must be clearly visible
Head should be in the centre of the frame and both ears should be visible	Photographs cut from group photographs are not acceptable

- 7) Select the subject(s) you wish to appear in the check box.  
**Note: You will only be able to view the subjects for which you have purchased the study material and you can select multiple subjects in one examination session that do not fall on same date and time.**
- 8) A declaration window will appear for May 2024 online examination, read the declaration and click on read and accept.
- 9) Click on “Pay” tab to make the payment of examination fees.
- 10) On successful payment you will be directed towards “Transaction Acknowledgment” page.
- 11) Click on “Proceed” to view your registration details.
- 12) Examination payment receipt will be available to download from the “Examination” tab on successful registration.

### **Registration for Additional Subject**

If you wish to register for an additional subject, you need to follow the same registration process as mentioned above.

### **Overseas students**

The student who wishes to appear for May 2024 Actuarial Examination from overseas countries can register; except the below mentioned countries:



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## Russia, Cuba, Iran, North Korea and Syria

### Note:

1. Overseas examination will be conducted strictly as per Indian Standard Time (IST) only.
2. No refund request shall be considered for the candidates registering from excluded countries under any circumstances.

### For Queries

- 1) Login ID and Password - [sandeep@actuariesindia.org](mailto:sandeep@actuariesindia.org)
- 2) Examination related queries - [exam@actuariesindia.org](mailto:exam@actuariesindia.org)
- 3) Study Material queries - [nilima@actuariesindia.org](mailto:nilima@actuariesindia.org)
- 4) Transaction related queries- [anvi@actuariesindia.org](mailto:anvi@actuariesindia.org)

**Disclaimer :** “Institute reserves the right to change the Examination schedule already announced for any valid reason or any unforeseen circumstances and the said changes will be notified on the website.”

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