



1.0 DELEGATE DETAILS

Membership No:

Title..... SurnameFirst Name.....Middle Name

Name of Organization:.....

Address

.....Country.....

Position Held: Mobile:Official Phone.....

Email:.....Passport No:Issuing country..... Expiry:.....

2.0 DELEGATE REQUESTS

2.1 REGISTRATION

	DELEGATE	ACCOMPANYING PERSON
FEES	US\$ 925	US\$200
NO OF PERSON(S)		

2.2 VISA PROCESSING

This is issued at the point of entry and is free

2.3 HOTEL

s/n	Hotel names	Star rating	distance to congress venue (KM)	Equiv. travel time (mins)	rate/ night (dollars)
1	Speke Resort (Congress Venue)	4	0.0	0	201
2	Munyonyo Commonwealth Resort	5	0.3	1	312
3	HBT Hotel	3	11	23	60
4	Bulondo Apartments	3	11.2	24	30

NOTE: (i) Rates include Breakfast only

(II) The rate is per night and inclusive all local taxes

(III) Please Indicate if you would like to share room - Please Tick

YES		NO	
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Please provide the following additional information:

CHECK- IN DATE..... CHECK-OUT DATETOTAL NO OF NIGHTS.....

2.4 FLIGHT ARRANGEMENT

S/NO	AIRLINE	ECONOMY	TICK CHOICE	BUSINESS	TICK CHOICE
1	Kenya Airline & Rwanda Airline	US\$850		US\$2,950	

NOTE: All Departures are from Lagos

3.0 ACCOMPANYING PERSON DETAILS

Title..... SurnameFirst Name.....Middle Name

Email:.....Passport No:Issuing country..... Expiry:.....

NOTE: if more than one (1) accompanying person, please use separate sheet to provide information and attach.

4.0 SUMMARY OF PAYMENT DUE ON REQUESTED SERVICES

SERVICES REQUESTED	NO OF PERSONS	AMOUNT DUE (US\$)
Registration Fees		
Accompanying Person fee		
Hotel		
Flight		
Airport Transfer		
Subtotal Before Admin Charges		
Admin charges		100
SUBTOTAL DUE TO ICAN		

5.0 BANK DETAILS

Make payment to any of the following outlets **OR** The INSTITUTE's Secretariat at Victoria Island and Ebute -Meta.

Guaranty Trust Bank Plc

Account Name: The Institute of Chartered Accountants of Nigeria

Dollar Account Number: 0000634417

Naira Account number: 0000631076

6.0 CANCELLATION POLICY ON REGISTRATION WITH ICAN

- i. For cancellation received after 15th April 2017, no refund will be made
- ii. All approved refunds will be processed and paid after the conference

For any enquiry, please contact **ADAMS** (08067908190) and **BIMPE** (07066122759)

For SWAN organized Tour, please contact: **FELICIA** (08037864472/08721800831)

Signature Date