THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA
(Established by Act of Parliament No. 15 of 1965)

56TH INDUCTION CEREMONY FOR NEW MEMBERS

This is to remind all qualified candidates who have not been admitted into the membership of the Institute that the next Induction Ceremony will hold as follows:

ORIENTATION	*AWARD OF MEMBERSHIP CERTIFICATES*
DATE: Tuesday 03 November 2015	**DATE: Wednesday 04 November 2015**
TIME: 8.00am Prompt	**TIME: 10.00am Prompt**

VENUE:
ICAN Centre, Plot 12, Kofo Kasumu Street, Amuwo Odofin, Lagos

NOTE: ALL *INDUCTEES SHOULD APPLY ONLINE*

INDUCTEES ARE TO PAY THE INDUCTION REGISTRATION FEE (₦80,000)

1. METHODS OF PAYMENT:

a. **Pay Direct: pay directly into ICAN e-Collection Account via cheque, draft, internal transfer at any bank in Nigeria. Obtain your payment Receipt and thereafter proceed with your registration at ICAN website: http://www.icanonline-ngr.com/paydirect**

b. **Naira ATM Card: Pay online using your Naira ATM card at www.ican-ngr.org/Induction**

2. **ON-LINE REGISTRATION:**

a) **Requirements:**

Scanned copy of your passport-sized photograph with white background,(using JPEG format, 20kb maximum file size) for the online registration.

b) **Procedures:**

- **Complete the Online form at ICAN website: http://www.icanonline-ngr.com/Induction and click on "submit".**

- **Applicants are expected to print the hard copy of the Induction Application Form and attach the PIN Voucher, Bank Payment Teller and submit at the Institutes' Secretariat, at Plot 16, Idowu Taylor Street, Victoria Island, Lagos on or before 20 October 2015.**
- **Applicants are advised to re-confirm their registration online three days after the date of registration, using the details on the PIN Voucher obtained at the bank.**

3. **ATTACH THE FOLLOWING DOCUMENTS:**

i) Certified photocopies of ICAN Examination Result Slips (Foundation to final level) and Exemption Certificate (If any).

ii) Original letters of Attestation from the present/previous employers. The letter(s) of attestation should be signed by a Partner (for those in Practicing Firms) or by a Chartered Accountant in the organization (Financial member of ICAN) or External Auditor (for those in Commerce Industry and Government Parastatals). The letter must state the duration of employment and scope of duties.

iii) Certified photocopies of credentials – University Degree, HND, ATS, WASCE or GCE etc

iv) NYSC/Exemption Certificate

Please check www.ican-ngr.org for details.

4. The completed form with evidence of payment must be submitted to **The Institute of Chartered Accountants of Nigeria, Plot 16, Idowu Taylor Street, Victoria- Island, Lagos on or before 20 October 2015.**

The Institute will not be responsible for any postal delay

NOTE: Qualified candidates should, in addition, acquire relevant accounting-related working experience before applying for membership of the Institute, depending on the background of their academic qualifications, in line with the period specified below:

AAT	**48 Months**
Graduates of other Disciplines	**48 Months**
Graduates of Accounting	**36 Months**

For further information and enquiries, please go to www.ican-ngr.org or contact:

- **Sunday** 0802 326 4451 sofadare**@ican.org.ng**
- **Adams** **0806 790 8190 iadams@ican.org.ng**
- **Chidi** **08033336599 cjogbuyi@ican.org.ng**

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