



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

***58TH 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**

**DATE:** Tuesday, November 8, 2016

**TIME:** 8.00am Prompt

**AWARD OF MEMBERSHIP  
CERTIFICATES**

**DATE:** Wednesday, November 9, 2016

**TIME:** 10.00am Prompt

**VENUE:**

*ICAN Centre, Plot 12, Kofo Kasumu Street, Amuwo Odofin, Lagos*

**NOTE: REGISTRATION FOR INDUCTION IS ON-LINE**

**INDUCTEES ARE TO PAY REGISTRATION FEE (N90,000)**

## **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](http://www.ican-ngr.org/Induction)

## **2. ON-LINE REGISTRATION:**

- a) **Requirements:**  
Scanned copy of your clear passport-sized photograph on 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 evidence of payment (Bank Payment Teller or Receipt) and submit to the Membership Affairs Directorate, ICAN Secretariat, Plot 16, Idowu Taylor Street, Victoria Island, Lagos on or before October 17, 2016.
  - 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](http://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 October 17, 2016. **YOU WILL NOT BE INDUCTED IF YOU DO NOT SUBMIT YOUR COMPLETED FORM FOR VETTING.** The Institute will not be responsible for any postal delivery delay.
- 5. **Inductees are entitled to one guest. Should they require additional guests' tickets, a fee of N5,000 per guest is required for up to three additional guests. The fee should be paid at the time of registration for induction.**

**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:

<b>AAT</b>	<b>48 Months</b>
<b>Graduates of other Disciplines</b>	<b>48 Months</b>
<b>Graduates of Accounting</b>	<b>36 Months</b>

For further information and enquiries, please go to [www.ican-ngr.org](http://www.ican-ngr.org) or contact:

- **Sunday** 0802 326 4451 [sofadare@ican.org.ng](mailto:sofadare@ican.org.ng)
- **Imonikhe** 0806 790 8190 [iadams@ican.org.ng](mailto:iadams@ican.org.ng)
- **Chidi** 08033336599 [cjogbuyi@ican.org.ng](mailto:cjogbuyi@ican.org.ng)

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Registrar/Chief Executive  
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