



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

59TH 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:

DATE:

Tuesday, May 23, 2017

Wednesday, May 24, 2017

ORIENTATION

**AWARD OF MEMBERSHIP
CERTIFICATES**

TIME:

8.00 a.m Prompt

10.00 a.m Prompt

VENUE:

*ICAN Centre, Plot 12, Kofo Kasumu Street, Lakeview Estate,
Phase 1, Amuwo Odofin, Lagos*

NOTE: REGISTRATION FOR INDUCTION IS ON-LINE

INDUCTION FEE: (N90,000)

INDUCTEES ARE TO PAY REGISTRATION FEE (N90,000)

The fee entitles Inductees to one guest, additional guests' tickets are available for N5,000 per guest for up to three additional guests. The additional fee should be paid at the time of registration.

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 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 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. SUBMIT FORM:

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 April 28, 2017.

4. ATTACH THE FOLLOWING DOCUMENTS:

- i) **Certified photocopies of ICAN Examination Result Slips (Foundation to final level) by one of your Referees.**
- 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 by one of your Referees – University Degree, HND, ATS, WASCE or GCE etc.**
- iv) **Certified photocopy of NYSC/Exemption Certificate by one of your Referees**

5. RELEVANT ACCOUNTING-RELATED WORK EXPERIENCE

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

i)	AAT	48 Months
ii)	Graduates of other Disciplines	48 Months
iii)	Graduates of Accounting	36 Months

- **YOU WILL NOT BE INDUCTED IF YOU DO NOT SUBMIT YOUR COMPLETED APPLICATION FORM FOR VETTING.**
- **THE INSTITUTE WILL NOT BE RESPONSIBLE FOR ANY POSTAL DELIVERY DELAY.**

For further information and enquiries, please go to www.icanig.org or contact:

- **Chidi** **0803 333 6599**
- **Sunkanmi** **0802 861 1102**
- **Imonikhe** **0806 790 8190**

Membership Affairs DL- (01) 4542097
Email: membership@ican.org.ng

ROTIMI A. OMOTOSO MBA, FCA
Registrar/Chief Executive
Plot 16, Idowu Taylor Street
Victoria Island, Lagos
P.O. Box 1580, Marina, Lagos
Website: www.icanig.org
Tel: 09053847510 - 1