



# THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA

(Established by Act of Parliament No. 15 of 1965)

## NOVEMBER 2018 DIET OF THE PROFESSIONAL EXAMINATIONS

The Institute is a global professional accountancy organisation and Africa's largest and highly reputable association of Chartered Accountants. It is a founding member of the International Federation of Accountants (IFAC) and Pan African Federation of Accountants (PAFA). With more than 45,000 members, the Institute is dedicated to developing and promoting the highest educational, professional and ethical standards.

**Vision** To be a leading global professional body.

**Mission** - To produce world-class chartered accountants, regulate and continually enhance their ethical standards and technical competence in the public interest.

**The Professional Examinations** Since its introduction in 1965, the ICAN ACA qualification has become a mark of distinction. It is one of the most respected and recognised professional accounting credentials; by employers in business, government and a host of other organisations around the world.

To earn the ICAN ACA qualification, individuals must study and demonstrate a mastery of accounting, analytical and decision making skills needed in today's fast-evolving and competitive workplace by passing the Institute's rigorous three-level professional examinations which are conducted twice annually in the months of May and November. The building blocks of the ICAN ACA qualification are firmly grounded in the Institute's 2014 Professional Examination Syllabus which can be downloaded from the Institute's website [www.icanig.org](http://www.icanig.org).

**Next Examination Date** The Institute's November 2018 diet professional examinations are scheduled to hold from **Tuesday, November 13 to Thursday, November 15, 2018.**

**Eligibility for Enrolment:** The examinations are open to registered students only. Other interested persons should visit the Institute's website [www.icanig.org](http://www.icanig.org), for guidelines on Students' Registration.

**Examination Registration** The registration portal for the November 2018 diet examination will open from **Tuesday, July 31 to Friday October 26, 2018.** Please note that there will not be an extension in the date of registration.

**Mode of Registration** Candidates must register on-line for the examinations. For details please see "Directives for Online Registration" below.

**Examination Centres** There are 49 centres all over Nigeria and one each in Buea, Cameroon and London, UK. Candidates can check the list of centres on the Institute's website: [www.icanig.org](http://www.icanig.org).

### EXAMINATION FEES

LEVELS	(AMOUNT ₦)					
	1 PAPER	2 PAPERS	3 PAPERS	4 PAPERS	5 PAPERS	6 PAPERS
FOUNDATION	21,500	26,700	31,900	37,100	42,300	-
SKILLS	30,700	39,700	48,700	57,700	66,700	75,700
PROFESSIONAL	33,450	43,700	53,950	64,200	74,450	-

**Note:** fees are exclusive of Bank charges of ₦=300. Bank Charges should be made on a separate deposit slip.

**Payment Period** Payment of the examination fees will open from **Tuesday, July 31 to Friday, October 26, 2018.**

Students should note that payments will not be received at any bank after **Friday, October 26, 2018**

**Payment centres** - All commercial banks in Nigeria for candidates who are taking the examination in Nigeria.

**ALL STUDENTS WHO WISH TO WRITE THE EXAMINATION AT BUEA, CAMEROON OR LONDON, UK CENTRES MUST MAKE PAYMENT IN CAMEROON (CFA) OR POUNDS STERLING (GBP).** Please, contact our representatives in these centres:  
**Cameroon** Mr. Vutumu Aloysius, FCA on +237675871546, [vutumu@yahoo.co.uk](mailto:vutumu@yahoo.co.uk) or Mr Henry J.BAkale, FCA. Tel:+237694646517.  
**London** Mr. Omusa Ohyoma, ACA on +447766252595, [omusa@ohyoma.com](mailto:omusa@ohyoma.com).

**Free Aid to Candidates** All ICAN Students can download for free the soft copies of Study Texts and Pathfinders from our website [www.icanig.org](http://www.icanig.org) using their login details. Hard copies of the ICAN Study Texts are available for collections free by candidates registering for a level at first attempt at any of the following locations:

- ICAN Annex, 82, Murtala Mohammed Way, Ebute Metta, Lagos
- ICAN Liaison Offices Abuja, Kaduna, Kano. Addresses are available on [www.icanig.org](http://www.icanig.org) (click on membership/District offices)
- ICAN District Offices nearest to the approved examination centres. Addresses are available on [www.icanig.org](http://www.icanig.org) (click on membership/District offices)

The ICAN Study Texts will be issued to candidates on presentation of the examination fees payment deposit tellers/slips, (not photocopies) the completed on-line examination registration form for the November 2018 diet and evidence of payment of all outstanding subscriptions.

### EXAMINATION TIME-TABLE FOR NOVEMBER 2018 DIET

DAY	TIME	FOUNDATION	SKILLS	PROFESSIONAL
TUESDAY NOVEMBER 13, 2018	9.00 a.m. - 12.15 p.m.	Financial Accounting	Financial Reporting	Corporate Reporting
	1.45 p.m. - 5.00p.m.	Management Information	Taxation	Advanced Taxation
WEDNESDAY NOVEMBER 14, 2018	9.00 a.m. - 12.15 p.m.	Qualitative Techniques in Business	Performance Management	Strategic Financial Management
	1.45 p.m. - 5.00 p.m.	Business & Finance	Audit & Assurance	Advanced Audit & Assurance
THURSDAY NOVEMBER 15, 2018	9.00 a.m. - 12.15 pm/ 1.00p.m.	-	Public Sector Accounting & Finance	Case Study
	1.45 p.m - 5.00 p.m	Business Law	Management, Governance & Ethics	-

### DIRECTIVES FOR ONLINE REGISTRATION

**1. BEFORE PAYMENT:** Candidates should check their Examination/Financial Status on [www.icanig.org](http://www.icanig.org) to confirm the number of paper(s) to be written, amounts payable for the examination fees and annual subscription. Payment of subscription should be made on separate deposit tellers. Please note that examination fees once paid are not refundable or deferred.

#### 2. METHODS OF PAYMENT:

- Pay Direct:** Make payment into ICAN e-Collection Account through PAY DIRECT at any commercial bank branch nationwide. Collect your payment teller & receipt and proceed with your on-line registration as stated in (item 3) below.
- Naira Debit Card:** Pay online using your Naira Debit Card by selecting the relevant pay type and following the steps enumerated below:
  - Go to ICAN website [www.icanig.org](http://www.icanig.org)
  - Click on "Students"
  - Click on "Professional (Check Exams/Financial status)"
  - Enter your Registration Number to view your Financial Status.
  - Select "Pay/View Online on Verve/ MasterCard" OR "Pay/View Online on VISA Debit Card" (under methods of payment on financial status page)
  - Click on "sign on" to set up your account or enter your password if you had set up your account before.
  - Proceed to make separate payments for subscription and examination fees
  - Print out the transaction receipt for examination fees
  - Proceed to on-line registration

#### 3. ON-LINE REGISTRATION:

- Requirements:**
  - Scanned soft copy (JPEG format, 20kb maximum file size) of your passport photograph (on white background)
  - Scanned soft copy of your signature. (JPEG format, 20kb maximum file size)
  - Pin and Serial Numbers
- Procedures:**
  - Complete the Online form on ICAN website: [www.icanexamsonline.org/professional](http://www.icanexamsonline.org/professional)
  - Read the examination rules and guidelines and if you agree to abide by them, select "Agree" and click on "Submit". Download the following after submission
  - Completed online examination form:
    - Examinations time table, centres and their addresses;
    - Examinations rules and regulations & offences and disciplinary measures;
    - Examinations warning to all candidates

Note that the third and fourth bullet points above must be read thoroughly and understood by candidates. They will be strictly applied.

- Visit the website three days after online submission of the examination form to confirm your enrolment.
- CANDIDATES ARE ADVISED TO DOWNLOAD THEIR EXAMINATION DOCKETS FROM THE INSTITUTE'S WEBSITE 3 DAYS TO THE EXAMINATION DATES.**

### IMPORTANT NOTES TO ALL CANDIDATES

- Candidates are advised to check their Examination/Financial Status on ICAN website [www.icanig.org](http://www.icanig.org) to ascertain amount payable before making payment for the examinations. Examination fees, once paid, are not refundable. Outstanding subscription must be paid using separate tellers and not combine with exam fees.
- Candidates are warned in their own interest not to bring MOBILE/GSM PHONE(S) OR ELECTRONIC GADGET into the Examination Hall. Anyone found violating this instruction will be stopped from continuing with the examination and the paper WILL BE CANCELLED.
- Candidates who have applied for exemption from any level or subject of the examination are advised to confirm that their applications are successful before making payment for the examinations.
- Candidates are not permitted to apply for EXEMPTION and EXAMINATION at the same time.
- The registration period for the examination is between Tuesday, 31 July and Friday 26 October, 2018. Payment closes on Friday, 26 October, 2018. REGISTRATION PERIOD WILL NOT BE EXTENDED.
- Eligibility to combine subjects at different levels of the examinations is only applicable to candidates with recognised professional qualifications but must be properly authorised. Candidates are advised to contact the Professional Examinations Department to confirm their eligibility.

### TEN-YEAR RULE WAIVER

The Council of the Institute has waived the Ten-Year Rule which mandatorily required candidates to complete all parts of the Institute's qualifying examination within a period of ten years, from the date of sitting the examination for the first time, as part of its credit system for those taking its professional examinations.

### FIVE-YEAR RULE

In place of the Ten-Year Rule, the Council has approved a Five-Year Rule which now applies only to candidates at the Professional Level of the examinations.

The Five-Year Rule requires that candidates must pass all the papers in the Professional Level within five years from the date they obtain the first credit or will forfeit such credits that were obtained beyond five years.

All credits obtained at this level will therefore be valid for only five-years (ten diets) after which they will lapse. The implication is that candidates are expected to write and pass the Professional Level examinations within five years from the diet they obtain their first credit.

### EFFECTIVE DATE OF IMPLEMENTATION

The Five-Year Rule took effect from May 2017 diet. Credits earned at the Professional level began to count from May 2017 diet of the Institute's examination.

For further enquiries please contact: [professionalexams@ican.org.ng](mailto:professionalexams@ican.org.ng)

**JOHN EVBODAGHE, MBA, FCA**

Registrar/Chief Executive

Email: [info.ican@ican.org.ng](mailto:info.ican@ican.org.ng), website: [www.icanig.org](http://www.icanig.org)