46th AATWA INDUCTION CEREMONY

This is to inform all ATSWA graduates who passed the Final Examination before or at the March 2017 Diet of ATSWA Examination that the Induction ceremony has been scheduled to hold as follows:

**DAY 1**
**Orientation (COMPULSORY)**
Date: Wednesday 21st June 2017
Time: 8.00 am prompt

For Whom: All AATWA Inductees Only

**DAY 2**
**Award of AATWA Certificates:**
Date: Thursday 22nd June 2017
Time: 9.00am prompt

For Whom: All AATWA Inductees & Invited Guests.

**DRESS CODE (DAY 1 & 2)**

English Corporate
Ladies: Suit with skirt/trouser
Men: Shirt with Suit and matching Tie

**VENUE:**
ICAN Centre, Plot 12, Kofo Kasumu Street, Lakeview Estate, Phase 1, 2nd Rainbow bus stop, Amuwo-Odofin, Lagos.

**PROCEDURE FOR ON-LINE REGISTRATION**

1. **METHODS OF PAYMENT:**
   **Pay Direct:**
   Pay directly into ICAN eCollection Account at any branch of any commercial bank. Obtain your payment receipt and thereafter proceed with your registration at ICAN website: [http://www.icanonline-ngr.com/paydirect](http://www.icanonline-ngr.com/paydirect) (as indicated on the ICAN receipt issued at the bank)

2. **ON-LINE REGISTRATION:**
   a) **Requirements:**
      ➢ Scanned copy (JPEG format, 20kb maximum file size) of your passport-sized photograph (white background) for the online registration.
b) Procedures:

- Complete the Online form at ICAN website: [http://www.icanonline-ngr.com/aatinduction](http://www.icanonline-ngr.com/aatinduction) and click on submit.

- Print hard copy of the completed Induction Application Form.

- The above must be certified by at least one referee and the applicant.

- Attach the following to the form:
  - i. Certified photocopies of ATSWA I, II & III Examination Result Slips
  - ii. Exemption letter (if applicable)
  - iii. Bank Payment Teller details
  - iv. Evidence of subscription payment
  - v. Evidence of ₦500 processing fee payment (only applicable to those who were unable to upload their passport photograph)

- **NOTE:** All applicants whose passport photograph does not appear on the printed hardcopy of the Induction Application form would be required to attach their recent passport sized photograph to the form and pay a processing fee of ₦500 only as applicable in (v).

You are required to submit the printed hardcopy at the Institutes’ Headquarters, Membership Affairs, Plot 16, Idowu Taylor Street, Victoria Island, Lagos or the Secretariat Annex office, Reception, 82, Murtala Mohammed Way, opp. Denton Police Station, Oyingbo, Lagos on or before Friday, June 9, 2017.

- **For applicants who are resident outside Lagos only:**
  In addition to other ways through which you could get your application forms submitted at the Institute, you can also scan the completed and duly certified Induction Application form with all the required attachments. Attach these to a mail with the title; “46th AATWA Induction Application Form – (insert your name)” and forward to membership@ican.org.ng. Please, ensure that you keep the acknowledgement mail you received thereafter for record purpose. Kindly note that the above does not preclude submission of the hardcopy of application form.

- Applicants are advised to re-confirm their registration online three days after the date of registration, using the details on the Payment receipt obtained at the bank.

- Applicants are advised to use, preferably “internet explorer” browser for online registration.

Thank you.

**Rotimi A. Omotoso MBA, FCA**
Registrar/Chief Executive

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