



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA

(Established by Act of Parliament No 15 of 1965)

CONDITIONS FOR RENEWAL OF EXPIRED/EXPIRING PRACTICE LICENCE

Members wishing to renew their expired/expiring licence should apply to the Institute, stating compliance with the following terms and conditions of the licence renewal process:

1. The member should be financially up to date.
2. Evidence of Payment of licence renewal fee of **N15, 000**.
3. Membership of a District Society – Should indicate the District. The Institute will confirm.
4. Must have a minimum of 90 MCPE Credit Hours for the last three (3) consecutive years.
5. State whether the firm where the applicant is practising is registered with ICAN or not?
Please indicate CAC REG. NO. of the firm and the Membership No. of the Principal Partner.
6. If a sole practitioner, is there a program/policy in place to ensure continuity or not? Applicants to state their position in their application letter.
7. If it is a Partnership, applicants to state whether or not there is a partnership agreement.
8. Applicants to state whether or not the firm has Professional indemnity.
9. State whether or not the firm has minimum infrastructural requirement namely; a minimum of two rooms, personal computer, printer, library and facility for secretary.
10. State whether or not the applicant is a partner in more than one firm.
11. Where applicable, state whether or not all the deficiencies identified during the last practice review had been satisfactorily disposed of. Where applicable, applicants to show evidence of how the deficiencies noted have been rectified.
12. The member must have satisfied any other condition(s) that might be stipulated by the Institute from time to time.

The application letter including a copy of the expired/expiring practice licence, should be submitted to:

The Registrar/Chief Executive
Attention: HOD, Professional Practice
The Institute of Chartered Accountants of Nigeria
82 Murtala Mohammed Way,
Ebute Metta, Lagos.
practicellicence@ican.org.ng

For further enquiries, please call 0905 384 7524 or send a mail to: practicellicence@ican.org.ng

John I. Evbodaghe, MBA, FCA
Registrar/ Chief Executive

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