MARCH 2020 DIET OF THE PROFESSIONAL EXAMINATIONS

The Institute is a global professional association organisation and Africa’s highest and reputedly 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 48,000 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 competences in the public interest.

The Professional Examinations - Since its introduction in 1965, the ICAAN 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 ICAAN Qualification, individuals must study and demonstrate a mastery of accounting, analytical and decision making skills needed in the highly competitive workplace by passing the Institute’s rigorous three-level professional examinations which are now conducted thrice annually in the months of March, July and November.

The building blocks of the ICAAN Qualification are firmly grounded in the Institute’s 19 Professional Examination Syllabus which can be downloaded from the Institute’s website www.icaan.org/inea.

Date of the next Examination - The Institute’s March 2020 diet professional examinations are scheduled to be held from Tuesday, March 24 to Thursday, March 26, 2020.

Eligibility for Enrolment - The examinations are open to the Institute’s registered students only. Other interested persons should visit the Institute’s website www.icaan.org/new for guidelines on ‘New Students’ Registration.

Examination Registration - The registration portal for the March 2020 diet examination will open from Tuesday, January 14, 2020 to March 13, 2020. Please note that there will not be an extension in the registration date.

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

Examination Centres - There are over 50 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.icaan.org/new/centres.

EXAMINATION FEES

<table>
<thead>
<tr>
<th>LEVELS</th>
<th>AMOUNT ($)</th>
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<tbody>
<tr>
<td></td>
<td>LEVEL</td>
</tr>
<tr>
<td>FOUNDATION</td>
<td>22,500</td>
</tr>
<tr>
<td>SKILLS</td>
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<tr>
<td>PROFESSIONAL</td>
<td>34,400</td>
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Note: Fees are exclusive of Bank charges of N300. Bank Charges should be made on a separate deposit slip.

Payment Period: Payment of the examination fees will open from Tuesday, January 14, 2020 to Thursday March 13, 2020

Students should note that payments will not be received at any bank after Friday, March 13, 2020.

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 (POA) OR POUNDS STERLING (GBP). Please, contact our representatives in these centres:

Cameroon: Mr. Moutumu Ayue, PQA on +237763871546, moutumu@yahoo.co.uk
Mr Henry J.B Akaze, FCA, Tel: +237929164857.
London: Mr. Omuwa Osome, ACCA on +447782825995. omuwa@acmae.com

Free Aid to Candidates - All ICAAN Students can download free, the soft copies of Study Tests and Practice Questions from our website www.icaan.org/new/faq/article/download-softcopies.

Hard copies of the ICAAN Study Tests are available for collection free by candidates registering for a level at first attempt at any of the following locations:

1. ICAAN Annex, 82, Muritala Mohammed Way, Ebaite Meta, Lagos
2. ICAAN Liaison Offices Abuja, Kaduna, Kano. Addresses are available on www.icaan.org/new (click on membership/District offices)
3. ICAAN District Offices nearest to the approved examination centres. Addresses are available on www.icaan.org/new (click on membership/District offices)

The ICAAN Study Tests will be issued to candidates registering for a level at first attempt on presentation of March 2020 examination fees payment depositslip (not photocopies), the completed on-line examination registration form for the March 2020 diet and evidence of payment of all outstanding subscriptions.

DIRECTIVES FOR ONLINE REGISTRATION

1. BEFORE PAYMENT: Candidates should check their Examination/Financial Status on www.icaan.org/new 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 slips. Please note that examination fees once paid are not refundable or examination deferred.

2. PAYMENT METHODS:
   a. Pay Direct: Make payment into ICAAN e-Collection Account through PAY DIRECT at any commercial bank nationwide. Collect your payment letter & receipt and proceed with your on-line registration as stated in Item 3 below. Payment of N300 bank charges is applicable and should be made in a separate teller.
   b. Naira Debit Card: Pay online using Naira Debit Card by selecting the relevant pay type and follow the steps enumerated below;
      - Go to ICAAN website www.icaan.org/new
      - Click on “Students”
      - Click on “Professional (Check Exam/Financial status)”
      - Enter your Registration Number to view your Financial Status.
      - Select “PayView Online on Verve/ MasterCard” or “PayView 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:
   a) Requirements:
      - Scanned copy soft (JPEG format, 20kb maximum file size) of your passport photograph (on white background)
      - Scanned copy of your signature. (JPEG format, 20kb maximum file size)
      - Pin and Serial Numbers
   b) Procedure:
      - Complete the Online form on ICAAN website: www.icaanexamonline.org/professional
      - Read the examination rules and guidelines. If you agree to abide by them, select “Agree” and click on “Submit.”
      - Download the following after submission:
        - Completed online examination form
        - Examinations time tables, 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 all candidates as they will be strictly applied.

4. Visit the website three days after online submission of the examination form to confirm your enrolment.

5. CANDIDATES ARE ADVISED TO DOWNLOAD THEIR EXAMINATION DOCKETS FROM THE INSTITUTE’S WEBSITE 3 DAYS TO THE EXAMINATION DATES.

IMPORTANT NOTES TO ALL CANDIDATES

1. Candidates are advised to check their Examination/Financial Status on ICAAN website www.icaan.org/new to ascertain amount payable before making payment for the examinations. Examination fees, once paid, are not refundable or the examination deferred. Outstanding subscription must be paid using separate tellers and not combined with examination fees.

2. Candidates are warned in their own interest not to bring MOBILE/PHONE(S) OR ELECTRONIC GADGET OR PROGRAMMABLE DEVICES into the Examination Hall. Anyone found violating this instruction will be stopped from continuing with the examination and the paper WILL BE CANCELLED.

3. 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.

4. Candidates are not permitted to apply for EXEMPTION & EXAMINATION at the same time.

5. The registration period for the examination is between Tuesday, January 14, 2020 and Friday March 13, 2020. Payment closes on Friday, 13 March 2020. REGISTRATION PERIOD WILL NOT BE EXTENDED.

6. Eligibility to comprise 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 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 date they obtained their first credit.

For further enquiries: please contact: professional@icaan.org.ng

Prof. Ahmed Modu Kumshe, FCA
Rev. Dr. Ifura Onyeje Nwokwol

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