



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

***64TH INDUCTION CEREMONY FOR NEW MEMBERS***

*This is to inform all qualified candidates who have not been admitted into the membership of the Institute that the next Induction Ceremony will hold as follows:*

***ORIENTATION***

**DATE:** Tuesday, November 19, 2019 (For All Inductees)

**TIME:** 8.00am Prompt

***ADMISSION INTO MEMBERSHIP AND AWARD OF CERTIFICATE***

**DATE:** Wednesday, November 20, 2019 (First Set of Inductees)

Thursday, November 21, 2019 (Second Set of Inductees)

**TIME:** 8.00am Prompt

***VENUE***

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

**NOTE: REGISTRATION IS STRICTLY ON-LINE**

**INDUCTION FEE IS N100,000**

**AN INDUCTEE SHOULD ENSURE HE/SHE DOES NOT HAVE ANY  
OUTSTANDING SUBSCRIPTION EITHER AS A STUDENT OR GRADUATE MEMBER.**

### **BENEFITS OF BEING INDUCTED:**

- PhD Grant of N.5m for members
- Insurance Benefit to members' family at the demise of members.
- Stanbic IBTC Bank Plc Loan Facility.
- Benevolent Fund.
- Authority to sign Financial Statement of Commercial and Non-commercial organizations in Nigeria.
- Members' Benefit Card (Entitles members to discounts in designated hotels, stores etc.)

#### **1. MODE OF PAYMENT:**

- a. **PAY DIRECT:** pay directly into ICAN e-Collection Account via cheque, draft, internet 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](http://www.ican-ngr.org/Induction)

#### **2. ON-LINE REGISTRATION:**

- a) **Requirement:**  
Scanned copy of your clear passport-sized photograph on white background, using JPEG format, 20kb maximum file size for the online registration.
- b) **Procedures:**
  - i) Complete the Online form at ICAN website: <http://www.icanonline-ngr.com/Induction> and click on "submit".
  - ii) 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 Friday, October 18, 2019.  
ICAN Final Examination Number should be **BOLDLY WRITTEN ON HARD COPY OF FORM.**

**Closing date for registration is Friday, October 18, 2019.**

3. Attach photocopy of BSc/HND certificate (certified by one of your Referees on the Application form), original Confirmation/Attestation letter on Company's letter head, from present/previous employers. The Confirmation/Attestation letter should be signed by a Partner (for those in Practising Firms) or by a Chartered Accountant in the organisation (**Financial member of ICAN**) or External Auditor (for those in Commerce & Industry and Government Parastatals). It is compulsory that the letter states the duration of employment (month and year) and detailed scope of duties.
4. Attach one recent passport-sized photograph on white background (write your name and Student Reg. no at the back).

**Please check [www.icanig.org](http://www.icanig.org) for details.**

5. The completed form with evidence of payment **MUST** be submitted to The Institute of Chartered Accountants of Nigeria, Plot 16, Idowu Taylor Street, Victoria Island, Lagos on or before **October 18, 2019. YOU WILL NOT BE INDUCTED IF YOU DO NOT SUBMIT YOUR COMPLETED APPLICATION FORM FOR VETTING ON OR BEFORE THE STATED CLOSING DATE.** The Institute will not be responsible for any postal delivery delay.

6. Inductees are entitled to two guests.

NOTE:

- i. Qualified candidates should 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:

AAT	48 Months
Graduates of other Disciplines	48 Months
Graduates of Accounting	36 Months

- ii. Dress Code for the 2 days MUST be completely formal.

MEN: LOUNGE SUIT WITH TIE

WOMEN: TROUSER/SKIRT SUIT OR GOWN  
(visit [www.icanig.org](http://www.icanig.org) for pictorial samples)

GUESTS: DO NOT HAVE ANY DRESS CODE  
(INDUCTEES WHO DO NOT COMPLY WITH THE STATED DRESS CODE WILL NOT BE ALLOWED ENTRY INTO THE INDUCTION VENUE).

For further information and enquiries, please go to [www.icanig.org](http://www.icanig.org) or contact:

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