



**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA**  
**PROFESSIONAL PRACTICE DEPARTMENT**  
**CONDITIONS AND PROCEDURES FOR THE RENEWAL OF PRACTICE LICENCE**

**CONDITIONS:**

Application for the renewal of the Institute's practice Licence is automated and members who wish to renew their expired practice Licence should apply to the Institute, subject to satisfactory compliance with the following terms and conditions.

1. The member must be financially up to date both at the District and the Institute level.
2. He/she must have paid the annual Licence fee of N25,000 for the current year and other outstandings, if any.
3. The Applicant must obtain a District clearance by sending the link to their District Chairman/Secretary. The link will be displayed on the application portal.
4. He/she must have obtained a minimum of 120 MCPD credit hours in the last three (3) years.
5. The member must have registered his/her audit firm with the Institute. (Please click this [https://icanig.org/members/documents/PROCEDURES\\_FOR\\_FIRM\\_REGISTRATION\\_Latest2026.pdf](https://icanig.org/members/documents/PROCEDURES_FOR_FIRM_REGISTRATION_Latest2026.pdf) to view the procedure for the Firm's registration).
6. The choice of Firm's name must be in line with the current naming policy of the Institute. (Please click on this link [https://icanig.org/members/documents/The\\_Revisioned\\_Institute\\_Naming\\_Policy\\_Pdf](https://icanig.org/members/documents/The_Revisioned_Institute_Naming_Policy_Pdf) to view the revised Firm naming policy of the institute).
7. The scanned copy of the expired Licence must be uploaded in PDF format at the point of application for the renewal.

**PROCEDURES:**

1. Log on to <https://icanportal.org/members>.
2. Click on the Licence/Firm Registration menu and select the Licence renewal from the dropdown.
3. Click on the Apply for Licence Renewal at the top left corner of the page.
4. Copy the District clearance URL link and send it to your District chairman for attestation via the official email of the District and follow up with your District for confirmation.
5. Upon receipt of your District confirmation, access the virtual form and complete it, upload all the required documents in PDF and click the submit button. Screenshot the page showing 'Completed application form' and keep for your records.
6. If your submission is successful, you will get an auto generated email.
7. You will be communicated from the Secretariat as soon as your renewed Licence is ready for collection.

For further enquiry, please contact the Secretariat via: [practicelicense@ican.org.ng](mailto:practicelicense@ican.org.ng) or 0905-384-7524.

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