



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA

CONDITIONS AND PROCEDURES FOR THE PURCHASE OF PERSONALISED STAMPS

Applications for the Institute's personalized stamps shall be on a just-in-time basis. Members who wish to procure personalized stamps are required to apply to the Institute and comply fully with the eligibility conditions and procedures set out below.

ELIGIBILITY CONDITIONS

A member shall be eligible to apply for personalised stamps only where all the following conditions are satisfied:

1. The member is financially up to date at both the District Society and Institute levels;
2. The member holds a valid practising licence issued by the Institute;
3. The member is engaged in full-time practice and has no unresolved practice review findings, compliance infractions, or pending disciplinary matters before the Institute; and
4. The application is for stamps in permissible multiples of 28 units, namely: 28, 56, 84, 112, or 140 units, at ₦600 per unit.

Any payment made without meeting the above conditions will be forfeited.

PRICING SCHEDULE

Units	Rate per Unit	Amount Payable
28 units	₦600	₦16,800
56 units	₦600	₦33,600
84 units	₦600	₦50,400
112 units	₦600	₦67,200
140 units	₦600	₦84,000

APPLICATION PROCEDURES

1. Log on to <https://icanportal.org/members>, select **Pay ICAN**, and choose **Via Transfer (Monnify)**.
2. Select **New Payments**, enter your membership number, GSM number and email address, then click **Add Payment Items**.
3. Select **Stamp** and enter the exact amount corresponding to the number of units required.
4. Click **Pay**, transfer the exact amount to the account number generated, then click "**I have transferred the money.**"
5. Email evidence of payment to practicelicence@ican.org.ng, copying caudemba@ican.org.ng and arfadele@ican.org.ng.
6. The subject of the email should follow this format: **STAMP REQUISITION – MB012345 – XXX UNITS**.
7. Production requires a minimum of ten (10) working days. Members are therefore advised to submit requisitions well in advance.
8. Upon completion, the Secretariat shall issue a collection notification to the member by email.

For further enquiry, please contact the Secretariat via:

practicelicence@ican.org.ng or **0905-384-7524**.

Lanre Olasunkanmi, Ph.D., FCA

Registrar/Chief Executive

The Institute of Chartered Accountants of Nigeria

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