



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA (ICAN) & THE ASSOCIATION OF ACCOUNTANCY BODIES IN WEST AFRICA (ABWA) PRESENT

SEPTEMBER 2025 ACCOUNTING TECHNICIANS SCHEME (WEST AFRICA) EXAMINATIONS

The **Accounting Technicians Scheme, West Africa (ATSWA)** examinations will hold in member countries on **23 & 24 September 2025** under the Council of **The Association of Accountancy Bodies in West Africa (ABWA)**. The examinations will be held in the following centres in Nigeria: Aba, Abakaliki, Abeokuta, Abuja I, Abuja II, Ado-Ekiti, Akure, Alimosho, Amuwo-Odofin, Asaba, Auchi, Awka, Benin-City, Calabar, Enugu, Epe, Ibadan, Ijebu-Ode, Ilaro, Ikeja, Ikere-Ekiti, Ikorodu, Ilesha, Ilisan, Ilorin, Jalingo, Jos, Kaduna, Kano, LASU-Ojo, Lokoja, Makurdi, Maletete, Minna, Mowe, Offa, Ogbomoso, Okija, Omu-Aran, Onitsha, Osogbo, Ota, Owerri, Oye-Ekiti, Oyo, Port-Harcourt, Umuahia, Uyo, Victoria-Island, Warri and Yenagoa.

Where registration for a centre is low, the Institute reserves the right to transfer candidates from the chosen centre to other nearest centre, at no cost to the Institute.

EXAMINATION REGISTRATION

The registration **Portal** for the **September 2025** diet of **ATSWA** Examination opens on **Thursday, May 29, 2025** and will close on **Thursday, September 18, 2025**.

MODE OF REGISTRATION FOR ATSWA EXAMINATIONS

Candidates are required to register online for September 2025 diet examination at the ICAN website www.icanportal.org/ats/examinations

Eligibility for Enrolment: The examination is open to the Institute's registered financial students. Other interested persons should visit the Institute's website www.icanig.org for guidelines on Students' Registration.

Free Aid to Candidates: All ATSWA candidates can download for free the soft copies of **Study Texts** and **Insights** from our website <https://icanig.org/students/atswa-learning-materials>

DIRECTIVES FOR ONLINE REGISTRATION

- BEFORE PAYMENT:** Check and Print out your Examination/Financial Status at the Institute's ATS students portal: www.icanportal.org/ats before effecting payment through **Paydirect, Verve/Master ATM Card**.
- METHODS OF PAYMENT FOR EXAMINATION FEES**
 - PayDirect:** Pay directly into ICAN e-Collection Account at any **Commercial bank** in Nigeria. Obtain your payment Receipt and thereafter:
 - Proceed with your application for the exam at ICAN website: www.icanportal.org/ats/paymasters/paydirectindex
 - Enter your Deposit Slip Number on the payment receipt;
 - Enter your Receipt Number;
 - Click on the **SUBMIT** button to generate e-Voucher containing 12 digits PIN and 6 digits Serial Number respectively, required for your online registration;
 - Proceed to the web address on the e-Voucher i.e. www.icanportal.org/ats/examinations to register for the examination.
 - Naira ATM Card:** Pay online using your Naira ATM Visa, Verve or Mastercard by selecting the relevant payment type following the steps enumerated below:
Go to <https://icanportal.org/ats/Loginby>:
 - Entering your Registration Number and password to view your Examination and Financial Status if you have previously set up your account;
 - If you have not set up your account, click on **"New Student Registration"** to create a **"Password"**.
And
 - Click pay **ICAN** and select **"WebPay"** and click on **"New Payment"**.
- ON-LINE REGISTRATION:**
 - Requirements:**
 - ❖ Scan a copy (JPEG format, 20kb maximum file size) of your **passport photograph** (white background) for the online registration before commencement of online examination registration.
 - ❖ Scan a copy of your signature. (JPEG format, 20kb maximum file size)
 - Procedures:**
 - ❖ Complete the Online Form at ICAN website: <https://icanportal.org/ats> and click on **submit**.
 - ❖ Print the following after clicking on **submit**:
 - Completed Online Examination Enrolment Form;
 - Examination Timetable, centres and their addresses.
 - Examination Offences and Disciplinary Measures; and
 - Examination warning to all candidatesNote that (iii) and (iv) above must be read thoroughly and understood by candidates as they will be strictly applied.

- Visit the website three days after online submission of the examination enrolment form to confirm your enrolment using your PIN, SN generated and Student's registration number at <https://icanportal.org/ats>
- Candidates are advised to download their examination dockets from the Institute's website 3 days to the examination dates.

IMPORTANT NOTICE

- The registration period for the examination is between Thursday, May 29, 2025 and Thursday, September 18, 2025.
- Candidates are warned, in their own interest, not to bring **Mobile/GSM Phones**, Electronic Gadgets 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.
- Candidates are also warned that all kinds of **Wrist Watches (Digital/Analog)** are not allowed into the examination hall.
- Candidates are discouraged from bringing valuables items into the examination centres, hence; any loss would be at their own risk and the Institute will not be liable for the loss of personal items.
- Candidates who have applied for EXEMPTION from any level of the examination are advised to confirm that their applications are successful before making payment for the examination.
- Candidates are **not permitted** to apply for **Exemption** and **Examination** at the same time.
- No Refund Will Be Made Once Examination Fee is Paid.**
- Deferment of September 2025 examination application will not be entertained.
- Candidates may not have access to the examination website after Thursday, September 18, 2025 afternoon.
- Application for change of examination centres will not be processed after 12noon (West African Standard Time) on Thursday, September 18, 2025.
- Candidates are to ensure the accuracy of the information on their forms. The passport photographs must be the true semblance of the applicants and must be of white background.

Candidates may seek assistance by contacting the ICAN Help Desk through the following telephone numbers and e-mail addresses: **01-2912745, 01-2912821 (IT HELP DESK), 09053847512-4 (Reception), 09053847528 (ATSWA Direct Line), 08033787422, 08034928859, 08038333675, 08028370033 and 08032450684.phd@ican.org.ngor atsexam@ican.org.ng**

September 2025 Diet ATSWA Examinations Fees (Exclusive of Bank Charges of N 300.00)

	AMOUNT (N)			
LEVELS	4 PAPERS	3 PAPERS	2 PAPERS	1 PAPER
PART I	28,100	24,400	20,700	17,100
PART II	30,600	26,500	22,400	18,300
PART III	34,400	29,600	24,700	19,900

ATSWA Examinations Timetable for September 2025 Diet

DAY/DATE	TIME	PART I	PART II	PART III
Tuesday 23/09/2025	9.30a.m. - 12.30 p.m.	Basic Accounting	Financial Accounting	Principles of Auditing & Assurance
	2p.m.-5p.m.	Business Law	Information Technology	Management
Wednesday 24/09/2025	9.30a.m. - 12.30 p.m.	Economics	Public Sector Accounting	Cost Accounting
	2p.m.-5p.m.	Communication Skills	Quantitative Analysis	Taxation

For further enquiries, please write or contact:
The Institute of Chartered Accountants of Nigeria (Annex)
82, Murtala Muhammed Way, Ebute Metta, Lagos
Tel: 09053847512-4, 09053847528, 01-4542083, 01-2912821

Lanre Olasunkanmi, PhD, FCA
Registrar/Chief Executive

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