



**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA  
PROFESSIONAL PRACTICE DEPARTMENT  
PROCEDURES FOR REGISTRATION OF PRACTICE ATTACHMENT**

Members of the Institute who wish to register their practice attachment should follow the procedures as stated below.

1. Log on to <https://icanportal.org/members>.
2. Click on Licence/Firm Registration feed.
3. From the drop-down menu, click on the Attachment registration.
4. Log in with your membership number and password.
5. At the left top corner, "click here to register new attachment."
6. Copy and send the link <https://www.icanportal.org/members/attestations> to your supervisor to enter your details on the portal and select Attachment under Application.";
7. The Supervisor completes the information required and attests to the application. Please note that your Supervisor must have a valid licence to practice at the point of attestation.
8. After you have confirmed that your sponsor has completed the form, log on to your members portal and follow steps 1-5 above.
9. Enter the membership number of the Supervisor and name of supervisor and click submit, thereafter, a form will be displayed.
10. Review the form, complete your information, then a page will appear for you to make payment of N20,000 then submit finally.

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

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