

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

**CONDITIONS AND PROCEDURES FOR OBTAINING THE INSTITUTE'S PRACTICE SEAL**

The applicant, who must be a holder of the Institute's Practice Licence, is required to follow the steps below:

1. Obtain the Seal Application Form from the Institute's Professional Practice Department. The member can either walk into the department and obtain the hard copy of the form or send an email to [practicelicence@ican.org.ng](mailto:practicelicence@ican.org.ng) requesting for the soft copy.
2. Pay the requisite fee of ₦15,000 (Fifteen thousand naira). The payment could be made in any of the Institute's offices or in any of the commercial banks within Nigeria using the **Paydirect platform**.
3. Fill the Seal Application Form and attach the evidence of payment of the stipulated fee and a recent passport photograph.
4. Send the completed Seal Application Form with including the passport and evidence of payment to the Institute's Professional Practice Department or scan all the documents to [practicelicence@ican.org.ng](mailto:practicelicence@ican.org.ng)
5. The Seal would be ready for collection within about two weeks of application. The Professional Practice Department will contact the member as soon as the Seal is ready for collection.

The applicant can collect the Seal at the Institute's office Annex at 82 Murtala Mohammed Way, Ebute-Metta, Lagos (Professional Practice Department) or send someone with a letter of authority to collect it on his/her behalf.

6. For further enquiry, members are advised to send email to the above email address or call direct line: **0905-384-7524**

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