

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

**PROCEDURES FOR REGISTRATION OF FIRMS**

**PROCEDURES**

Members are advised to follow the procedures as stated below carefully while registering their firm on the Institute portal.

A member can use either Method A or Method B

**Method A**

Pay the requisite fee of **N11,500** per partner at any commercial bank via **PAYDIRECT** for Firms Registration.

- If more than one partner, pay for all the partners at once using the Membership number of the most senior partner
- Go to the weblink ([www.icanonline-ngr.com/paydirect](http://www.icanonline-ngr.com/paydirect)) at the top of the receipt obtained at the bank.
- Open weblink and insert your Deposit Number and Receipt number to generate PIN and new Serial number
- Go to [www.icanportal.org/members](http://www.icanportal.org/members), click on "Firm Registration".
- Insert PIN, serial number, CAC number and Membership number of the most senior partner of the firm to access the registration portal.
- Complete the required fields and submit

**Method B**

- ❖ Alternatively, pay the requisite fee of N11,500 per partner via Webpay or Quickteller.
- ❖ Go to [www.icanportal.org/members/FirmsRegs](http://www.icanportal.org/members/FirmsRegs) and click on "proceed to register".
- ❖ Complete the required fields and submit.

**Prof. Ahmed Modu Kumshe, FCA**  
**Registrar/ Chief Executive**  
**The Institute of Chartered Accountants of Nigeria**  
**Plot 16, Idowu Taylor Street, Victoria Island, Lagos**  
**[www.icanig.org](http://www.icanig.org)**