



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

65TH INDUCTION CEREMONY FOR NEW MEMBERS

This is to inform all qualified candidates who have not been admitted into the membership of the Institute that the next Induction Ceremony will hold as follows:

ORIENTATION

DATE: Tuesday, May 05, 2020 (For All Inductees)

TIME: 8.00am Prompt

ADMISSION INTO MEMBERSHIP AND AWARD OF CERTIFICATE

DATE: Wednesday, May 06, 2020 (First Set of Inductees)
Thursday, May 07, 2020 (Second Set of Inductees)

TIME: 8.00am Prompt

VENUE

*ICAN Centre, Plot 12, Kofo Kasumu Street, Lakeview Estate, Phase 1
Amuwo Odofin, Lagos*

NOTE: REGISTRATION IS STRICTLY ON-LINE

INDUCTION FEE IS N110,000

**AN INDUCTEE SHOULD ENSURE HE/SHE DOES NOT HAVE ANY
OUTSTANDING SUBSCRIPTION EITHER AS A STUDENT OR GRADUATE MEMBER.**

INDUCTION BENEFITS:

- PhD Grant of N.5m for members
- Life Insurance Benefit
- Benevolent Fund
- Authority to sign Financial Statement of Commercial and Non-commercial organizations in Nigeria
- Members' Benefit Card (Entitles members to discounts in designated hotels, Airlines, stores etc.)

1. MODE OF PAYMENT:

- a. **PAY DIRECT:** pay directly into ICAN e-Collection Account via cheque, draft, and transfer at any bank in Nigeria. Obtain your payment Receipt and thereafter proceed with your registration at ICAN website: <http://www.icanportal.org/professional/Inductions>
- b. Payment via quickteller: <http://www.icanportal.org/professional/paymasters/QuicktellerIndex>
- c. Payment via web pay: <http://www.icanportal.org/professional/paymasters>

2. ON-LINE REGISTRATION:

- a) Requirement:
Scanned copy of your clear passport-sized photograph on white background, using JPEG format, 20kb maximum file size.
- b) Procedures:
 - i) Complete the Online form at ICAN website: <http://www.icanportal.org/professional/Inductions> and click on "submit".
 - ii) Print the hard copy of the Induction Application Form and attach evidence of payment (Bank Payment Teller or Receipt) and submit to the Membership Affairs Directorate, ICAN Secretariat, Plot 16, Idowu Taylor Street, Victoria Island, Lagos on or before **Tuesday, March 31, 2020**.
ICAN Final Examination Number should be **BOLDLY WRITTEN ON THE HARD COPY OF THE FORM**.

Closing date for registration is **Tuesday, March 31, 2020**

3. ADDITIONAL DOCUMENTS REQUIRED

Attach the following document to the completed form before submission:

- a photocopy of BSc/HND certificate (certified/signed by one of your Referees as stated on the Application form),
- Original Confirmation/Attestation letter on Company's letter head, from present/previous employers.
- The Confirmation/Attestation letter should be signed by a Principal Partner or the Principal that supervises your work (for those in Practising Firms) or by a Chartered Accountant in the organisation (**Financial member of ICAN**). For those in Commerce and Industry and Government Parastatals, an External Auditor (also financial member of ICAN) should sign if the signatory is a Non Chartered Accountant. **It is compulsory that the letter states the duration of employment (date, month and year), detailed scope of duties reflecting job functions, applicant's character and attitude to work.** **Note: PLEASE CHECK WEBSITE FOR ATTESTATION LETTER GUIDELINES**
- Attach one recent passport-sized photograph on white background (write your name and Student Reg. no at the back).

Kindly visit www.icanig.org for details

5. The completed form with evidence of payment **MUST** be submitted to: Membership Affairs Directorate, ICAN Secretariat, Plot 16, Idowu Taylor Street, Victoria Island, Lagos on or before **March 31, 2020**. **KINDLY KNOW THAT YOU WILL NOT BE INDUCTED IF YOU DO NOT SUBMIT YOUR COMPLETED APPLICATION FORM FOR VETTING ON OR BEFORE THE STATED CLOSING DATE. THE INSTITUTE WILL NOT BE RESPONSIBLE FOR ANY DELAY IN POSTAL DELIVERY.**

6. Inductees are entitled to two guests.

NOTE:

i. Qualified candidates should acquire relevant accounting-related work experience before applying for membership of the Institute, depending on the academic background in line with the period specified below:

AAT	48 Months
Graduates of other Disciplines	48 Months
Graduates of Accounting	36 Months

ii. Dress Code for the 2 days **MUST** be completely **FORMAL**.

MEN: LOUNGE SUIT WITH TIE

WOMEN: TROUSER/SKIRT SUIT OR GOWN
(visit www.icanig.org for pictorial samples)

GUESTS: DO NOT HAVE ANY DRESS CODE
(INDUCTEES WHO DO NOT COMPLY WITH THE STATED DRESS CODE WILL NOT BE ALLOWED ENTRY INTO THE INDUCTION VENUE).

For further information and enquiries, please go to www.icanig.org or contact:

➤	Victoria	07018029402	vfdipeolu@ican.org.ng
➤	Ropo	08035374029	ragbolade@ican.org.ng
➤	Funmi	08028479219	ooogunniyi-david@ican.org.ng
➤	Imonikhe	08067908190	iadams@ican.org.ng
➤	Gbolahan	08033036463	gaakinlawon@ican.org.ng

Membership Affairs DL- (01) 4542097, Email: professionalinduction@ican.org.ng

PROF. AHMED M. KUMSHE, FCA
Registrar/Chief Executive
Plot 16, Idowu Taylor Street
Victoria Island, Lagos
P.O. Box 1580, Marina, Lagos
Website: www.icanig.org

