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:

       | Course                  | Period   |
       |-------------------------|----------|
       | 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 ooogunniiyi-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