



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA PROFESSIONAL PRACTICE DEPARTMENT

PROCEDURES FOR THE REGISTRATION OF AUDIT FIRMS

PROCEDURES

Members are advised to follow the procedures as stated below carefully in the course of registering their firm on the Institute's portal.

1. Ensure that the choice of your firm's name is in line with the revised naming policy of the Institute. Please copy the link below to your browser and view the revised Institute's naming policy for proper guidance.
https://icanig.org/members/documents/THE_REVISIED_INSTITUTE_NAMING_POLICY.pdf
2. Login to your member's portal with your membership number and password
3. Click on the icon with "Licence/Firm Registration" and select firm registration from the drop down.
4. Scroll down the page to enter firm's CAC number and the membership number of the most senior Partner. Where the firm is a sole Practitioner, the Managing Partner will be the most Senior Partner.
5. Complete the firm registration form and click submit.
6. Thereafter, the portal would direct you to make payment for the registration fee of **N11,500**

For further enquiry, please contact the Secretariat via: practicelicence@ican.org.ng or **0905-384-7524**.

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