

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 in the course of registering their firm on the Institute portal.

A member can use either Method A or Method B

Method A

Pay the requisite fee of **N10,000** 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) 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, 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 N10,000 per partner via Webpay or Quickteller.
- ❖ Go to www.icanportal.org/members/FirmsRegs and click on "proceed to register".
- ❖ Complete the required fields and submit.

For further enquiry, members are advised to send email to practicelicence@ican.org.ng or call direct line: **0905-384-7524**

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