

**&**  
**THE ASSOCIATION OF ACCOUNTANCY BODIES IN WEST AFRICA (ABWA)**  
**PRESENT**



**MARCH 2025 ACCOUNTING TECHNICIANS SCHEME (WEST AFRICA) EXAMINATIONS**

The Accounting Technicians Scheme, West Africa (ATSWA) examinations will hold in member countries on **25 & 26 March, 2025** under the Council of The Association of Accountancy Bodies in West Africa (ABWA). The examinations will be held in the following centres in Nigeria: **Aba, Abakaliki, Abeokuta, Abuja, Ado-Ekiti, Akure, Alimosho, Amuwo-Odofin, Asaba, Auchi, Awka, Benin-City, Calabar, Enugu, Epe, Gwagwalada, Ibadan, Ijebu-Ode, Ilaro, Ikeja, Ikere-Ekiti, Ikorodu, Ilesha, Ilisan, Ilorin, Jalingo, Jos, Kaduna, Kano, Lasu-Ojo, Lokoja, Makurdi, Maletete, Minna, Mowe, Offa, Ogbomosho, Okija, Omu-Aran, Onitsha, Osogbo, Otta, Owerri, Oye-Ekiti, Oyo, Port-Harcourt, Umuahia, Uyo, Victoria-Island, Warri and Yenagoa.**

Where registration for a centre is low, the Institute reserves the right to transfer candidates from the chosen centre to other nearest centre, at no cost to the Institute.

**EXAMINATION REGISTRATION**

The registration Portal for the March 2025 diet of ATSWA Examination opens on Thursday, December 5, 2024, and will close on Thursday, March 20, 2025.

**MODE OF REGISTRATION FOR ATSWA EXAMINATIONS**

Candidates are required to register online for March 2025 diet examinations at the ICAN website [www.icanportal.org/ats/examinations](http://www.icanportal.org/ats/examinations)

**Eligibility for Enrolment:** The examination is open to the Institute's registered financial students. Other interested persons should visit the Institute's website [www.icanig.org](http://www.icanig.org) for guidelines on Students Registration.

**Free Aid to Candidates:** All ATSWA candidates can download for free the soft copies of Study Texts and Insights from our website <https://icanig.org/students/atswa-learning-materials>

**DIRECTIVES FOR ONLINE REGISTRATION**

**1. BEFORE PAYMENT:** Check and Print out your Examination/Financial Status at the Institute's ATSWA students portal: [www.icanportal.org/ats](http://www.icanportal.org/ats) before effecting payment through Paydirect, Verve/Master ATM Card.

**2. METHODS OF PAYMENT FOR EXAMINATION FEES**

- a. PayDirect:** Pay directly into ICAN e-Collection Account at any Commercial bank in Nigeria.
- Obtain your payment Receipt and thereafter:
  - Proceed with your application for the exam at ICAN website: [www.icanportal.org/ats/paymasters/paydirectindex](http://www.icanportal.org/ats/paymasters/paydirectindex)
  - Enter your Deposit Slip Number on the payment receipt;
  - Enter your Receipt Number;
  - Click on the SUBMIT button to generate e-Voucher containing 12 digits PIN and 6 digits Serial Number respectively, required for your online registration;

- Proceed to the web address on the e-Voucher i.e., [www.icanportal.org/ats/examinations](http://www.icanportal.org/ats/examinations) to register for the examination.

**b. Naira ATM Card:** Pay online using your Naira ATM Visa, Verve or Mastercard by selecting the relevant payment type following the steps enumerated below:

Go to <https://icanportal.org/ats>

**LOGIN BY:**

- Entering your Registration Number and password to view your Examination and Financial Status if you have previously set up your account;
- If you have not set up your account, click on New Student Registration to create a Password; and
- Click pay ICAN and select WebPay and click on New Payment.

**3. ON-LINE REGISTRATION:**

**a) Requirements:**

- Scan a copy (JPEG format, 20kb maximum file size) of your passport photograph (white background) for the online registration before commencement of online examination registration.
- Scan a copy of your signature. (JPEG format, 20kb maximum file size)

**b) Procedures:**

- Complete the Online Form at ICAN website: <https://icanportal.org/ats> and click on submit.
- Print the following after clicking on submit:
  - Completed Online Examination Enrolment Form;
  - Examination Timetable, centres and their addresses;
  - Examination Offences and Disciplinary Measures; and
  - Examination warning to all candidates
 Note that (iii) and (iv) above must be read thoroughly and understood by candidates as they will be strictly applied.

**4.** Visit the website three days after online submission of the examination enrolment form to confirm your enrolment using your PIN, SN generated and Student's registration number at <https://icanportal.org/ats>

**5.** Candidates are advised to download their examination dockets from the Institute's website 3 days to the examination dates.

**IMPORTANT NOTICE**

- The registration period for the examination is between Thursday, December 5, 2024 and Thursday, March 20, 2025.
- Candidates are warned, in their own interest, not to bring Mobile/GSM Phones, Electronic Gadgets or Programmable devices into the Examination Hall. Anyone found violating this instruction will be stopped from continuing with the examination and the paper will be cancelled.
- Candidates are also warned that all kinds of

Wristwatches (Digital/Analogue) are not allowed into the examination hall.

- Candidates are discouraged from bringing valuables items into the examination centres, hence; any loss would be at their own risk and the Institute will not be liable for the loss of personal items.
- Candidates who have applied for Exemption from any level of the examination are advised to confirm that their applications are successful before making payment for the examination.
- Candidates are not permitted to apply for Exemption and Examination at the same time.
- No refund will be made once examination fee is paid.
- Deferment of March 2025 examination application will not be entertained.
- Candidates may not have access to the examination website after Thursday, March 20, 2025 afternoon.
- Application for change of examination centres will not be processed after 12 noon (West African Standard Time) on Thursday, March 20, 2025.
- Candidates are to ensure the accuracy of the information on their forms. The passport photographs must be the true semblance of the applicants and must be of white background.

Candidates may seek assistance by contacting the ICAN Help Desk through the following telephone numbers and e-mail addresses: 01-2912745, 01-2912821 (IT Help Desk), 09053847512-4 (Reception), 09053847528 (ATSWA Direct Line), 08033787422, 08034928859, 08038333675, 08028370033 and 08032450684. [phd@ican.org.ng](mailto:phd@ican.org.ng) or [atsexam@ican.org.ng](mailto:atsexam@ican.org.ng).

**MARCH 2025 DIET ATSWA EXAMINATIONS FEES (EXCLUSIVE OF BANK CHARGES OF N300.00)**

LEVELS	AMOUNT (N)			
	4 PAPERS	3 PAPERS	2 PAPERS	1 PAPER
PART I	28,100	24,400	20,700	17,100
PART II	30,600	26,500	22,400	18,300
PART III	34,400	29,600	24,700	19,900

**ATSWA EXAMINATIONS TIMETABLE FOR MARCH 2025 DIET**

DAY/DATE	TIME	PART I	PART II	PART III
TUESDAY 25/03/2025	9.30 a.m.	Basic Accounting	Financial Accounting	Principles of Auditing & Assurance
	12.30 p.m.			
	2.00 p.m.	Business Law	Information Technology	Management
WEDNESDAY 26/03/2025	9.30 a.m.	Economics	Public Sector Accounting	Cost Accounting
	12.30 p.m.			
	2.00 p.m.	Communication Skills	Quantitative Analysis	Taxation
	5.00 p.m.			

For further enquiries, please write or contact:  
**The Institute of Chartered Accountants of Nigeria (Annexe)**  
**82, Murtala Muhammed Way, Ebute Metta, Lagos.**  
**Tel: 09053847512-4, 09053847528, 01- 4542083, 01-2912821.**