

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA

INDUCTION OF NEW MEMBERS – REQUIREMENTS (UK & USA)

a) *REQUIRED PERIOD OF WORK EXPERIENCE*

Only candidates who have acquired relevant accounting-related work experience should apply for the membership of the Institute in line with the period stated below:

Graduates of Accounting	-	36 Months
Graduates of Other Disciplines	-	48 Months
OND	-	48 Months
AAT	-	48 Months

b) **REFEREES**

The two referees signing for the applicant ***MUST*** be members in good standing. (They must have paid their annual subscription up-to-date).

c) **ENDORSEMENT OF CERTIFICATES**

The Following documents, to be submitted together with the Membership Application Form, must be endorsed/certified by one of the referees:

a) All Candidates must provide the following:

- i) Certified photocopies of Membership Certificates of ICAEW, ACCA, CIMA, CPA, CIPFA or any other professional Accounting body recognized by the Institute.
- ii) Original letters of Attestation from the present/previous employers signed by:
 - A Partner for those in Practicing Firms
 - A CFO (Chartered Accountant) in the organization or External Auditor for those in Commerce, Industry and Government Parastatals.The letter must state the duration of employment and scope of duties.
- iii) Certified photocopies of credentials – University Degree, HND, ATS, WASCE or GCE etc
- iv) 2 Recent Passport-size Photographs

b) Certified photocopies of ICAN Examination Result Slips (Foundation to final level) and Exemption Certificate if any (ICAN Graduate).

c) Certified photocopy of ICAN Student’s Registration Certificate (ICAN Graduate).

d) Certified copy of NYSC/Exemption certificate.

d) OTHER REQUIREMENTS

Members applying for elevation to the status of a fellow must be in any of these categories:

- i) Members in Practice with 5 years post Induction experience (i.e Members who became Associates on or before 01 January, 2012).
- ii) Members not in Practice with 10 years post Induction experience (i.e Members who became Associates on or before 01 January 2007)

NOTE:

Detailed attestation letters are required from current and past employers stating the period of service (month and year) of the applicant, the nature and the scope of duties. The letter should state that the employer is satisfied with the training received and that he/she is being recommended for admission into the membership of the Institute.

Kindly note that Members applying for Induction and Conferment must pay all outstanding subscriptions.

If for any reason the processing of your Membership form is delayed due to an error on your part, you might not be eligible for the Induction. Therefore, kindly ensure that you adhere strictly to all the requirements.

If you require assistance, please call the Membership Affairs Unit on **01-7389744, 01-7642294 -5** or E-Mail membership@ican.org.ng

ROTIMI. OMOTOSO MBA, FCIB, FCA
Registrar/Chief Executive