THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA
(Established by Act of Parliament No 15 of 1965)

ICAN

ICAN UK & District Society

The 3rd ICAN UK ZONAL ACCOUNTANTS' CONFERENCE

1. INTERNATIONAL DELEGATE DETAILS

Membership No: ..... ACA [ ] FCA [ ]

Title: ..... Surname: .....

First Name:..... Middle Name: .....

Passport No: ..... Issuing Country: .....

Issue date: ..... Expiry date: .....

(provide details as stated on international passport data page)

Name of Organisation:.....

Address: .....

Country: ..... Position Held:.. .....

Email: .....

Tel: Mobile: ..... Office Telephone: .....

2. DELEGATE'S REQUEST

	REGISTRATION FEE
Resident Delegate - For conference and materials, 3-night hotel accommodation with breakfast, lunch, dinner and refreshments during conference and Gala Night.	**£949**
Accompanying person - For conference and materials, 3-night hotel accommodation shared with spouse, with breakfast, lunch, dinner and	**£609**

refreshments during conference and Gala Night.	
Accompanying person (Not attending Conference) - 3-night hotel accommodation shared with spouse, with breakfast, lunch, dinner and Gala Night.	**£199**
Non-Resident - For conference and materials, lunch and refreshments during conference and Gala Night	**£489**
For Additional Gala Night Ticket	**£100**

3. REGISTRATION FOR ACCOMPANYING PERSON

Title: ..... Surname: .....

First Name:..... Middle Name: .....

Passport No: ..... Issuing Country: .....

Issue date: ..... Expiry date: .....

(provide details as stated on international passport data page)

Tel: Mobile: ..... Email: .....

Deadline for Registration and submission of form is March 31, 2016

4. REGISTRATION/PAYMENT DETAILS

Please Download conference form from the Institute's website, complete and scan along with payment details to **iadams@ican.org.ng** **and** **cobinitie@ican.org.ng**

All payments should be made into the Institute's domiciliary accounts (Pounds Sterling) below:

Account Name: Institute of Chartered Accountants of Nigeria

Bank Name	Account No.	Amount Paid (£)
ZENITH BANK PLC	**5060020373**	
STANBIC IBTC BANK PLC	**5381344001**	

Deadline for Registration and submission of form is March 31, 2016

For enquiries, please contact:

Name 1: Adams Imonikhe **Tel**: 08067908190 **Email**: iadams@ican.org.ng
Name 2: Claudia O. Binitie(Mrs) **Tel:** 08033083916 **Email:** cobinitie@ican.org.ng
Name 3 : Titi Windapo **Tel:** +44 7984 252852 **Email:** conference@ican-uk.org

Cancellations and Refunds Policy

1. All cancellation and refund requests must be received in writing. Email should be sent to [cobinitie@ican.org.ng, titi_win04@hotmail.com]
2. Requests for refunds will be processed after the conference and will be applied as follows:
   - Received by thirty days or more prior to event– full refund of total fees paid, less an administration charge of £50 per person.
   - Received between fifteen and thirty days prior to event - 50% refund of total fees paid, less an administrative charge of £50 per person.
   - Received less than fifteen days to event - No refund will be made.
   - Cancellation due to visa denial, where application was made on before April 1 2016 – full refund, less an administrative charge of £50 per person.
   - Payments made for this event cannot be transferred to another year.