



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

with

ASSOCIATION OF ACCOUNTING TECHNICIANS WEST AFRICA (AATWA)
Presents



48th AATWA INDUCTION CEREMONY

This is to inform all ATSWA graduates who passed the Final Examination (Part 3) before or at the March 2018 Diet of ATSWA Examination that the Induction ceremony has been scheduled to hold as follows:

DAY 1

Orientation (COMPULSORY)

Date: Tuesday, July 10, 2018

Time: 8.00 am prompt

For Whom: All AATWA Inductees Only

DAY 2

Award of AATWA Certificates:

Date: Wednesday, July 11, 2018

Time: 9.00am prompt

For Whom:

All AATWA Inductees & Invited Guests.

DRESS CODE (DAYS 1 & 2)

Strictly English Corporate

Ladies: Dress/Suit with Skirt/Trouser

Men: Suit with Shirt and matching Tie

VENUE:

ICAN Centre, Plot 12, Kofo Kasumu Street, Lakeview Estate, Phase 1, 2nd Rainbow Bus stop, Amuwo-Odofin, Lagos.

PROCEDURE FOR ON-LINE REGISTRATION

1. METHOD OF PAYMENT:

Pay Direct:

Pay directly into ICAN eCollection Account at any branch of a commercial bank in Nigeria.

Obtain your payment receipt and thereafter proceed with your registration at ICAN website:

<http://www.icanonline-ngr.com/paydirect> (as indicated on the ICAN receipt issued at the bank)

2. ON-LINE REGISTRATION:

a) Requirements:

- Scanned copy (JPEG format, 20kb maximum file size) of your clear passport-sized photograph (white background) for the online registration.

**NOTE: ALL APPLICANTS SHOULD
APPLY ONLINE USING PREFERABLY INTERNET
EXPLORER BROWSER**

**Induction registration fee:
N24,500**

b) Procedures:

- Visit <http://www.icanonline-ngr.com/paydirect> to generate PIN and SNO after payment
- Complete the Online form at ICAN website: <http://www.icanonline-ngr.com/aatinduction> and click on submit.
- Print hard copy of the completed **Induction Application Form**.
- The above must be signed by the applicant and at least one referee (an AAT or ACA who has paid subscription up to date).
- Attach the following to the form;
 - i. Photocopies of ATSWA I, II & III Examination Result Slips signed by the referee
 - ii. Exemption letter (if applicable)
 - iii. Bank Payment Teller/receipt
 - iv. Evidence of subscription payment
 - v. One clear and sharp passport-sized photo taken against white background
 - vi. Evidence of ₦500 processing fee payment (only applicable to those whose uploaded passport photograph does not show on the printed application form)
- **NOTE: All applicants MUST attach their recent passport sized photograph to the form before submission. If you are unable to upload your passport photo you will be required to pay a processing fee of ₦500 only as applicable in (vi).**

You are required to submit the printed hardcopy at the Institute's **Headquarters, Membership Affairs, Plot 16, Idowu Taylor Street, Victoria Island, Lagos** or the **Reception, Ebute Meta Office Complex, 82, Murtala Mohammed Way, Opp. Denton Police Station, Oyingbo, Lagos** on or before **Friday, June 22, 2018**.

- **For applicants who are resident outside Lagos only:**

In addition to other ways through which you could get your application forms submitted at the Institute, you can also scan the completed and duly signed Induction Application form with all the required attachments. Attach these to a mail with the title; **"48th AATWA Induction Application Form – (insert your name)"** and forward to aat@ican.org.ng . Please, ensure that you keep the acknowledged mail you received thereafter for record purpose. Kindly note that **hardcopy of the application form MUST be submitted** at the venue of the Induction Ceremony.
- Applicants are advised to re-confirm their registration online three days after the date of registration, using the details on the Payment receipt obtained at the bank.
- Applicants are advised to use, preferably **"internet explorer"** browser for online registration.

Thank you.

John I. Evbodaghe MBA, FCA
Registrar/Chief Executive

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