

**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA (ICAN)  
&  
THE ASSOCIATION OF ACCOUNTANCY BODIES IN WEST AFRICA (ABWA)  
PRESENT**

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

The Accounting Technicians Scheme, West Africa (ATSWA) examinations will hold in member countries on 23 & 24 September 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 I, Abuja II, Ado-Ekiti, Akure, Alimosho, Amuwo-Odofin, Asaba, Auch, Awka, Benin-City, Calabar, Enugu, Epe, Ibadan, Ijebu-Ode, Ilaro, Ikeja, Ikere-Ekiti, Ikorodu, Ilesha, Ilisan, Ilorin, Jalingo, Jos, Kaduna, Kano, LASU-OJO, Lokoja, Makurdi, Malet, 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 SEPTEMBER 2025 diet of ATSWA Examination opens on Thursday, May 29, 2025 and will close on Thursday, September 18, 2025.

**MODE OF REGISTRATION FOR ATSWA EXAMINATIONS**

Candidates are required to register online for September 2025 diet examination 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 ATS students portal: [www.icanportal.org/ats](http://www.icanportal.org/ats) before effecting payment.
2. **GUIDE FOR ATSWA EXAMS PAYMENT/REGISTRATION**
  - ❖ Click on <https://icanportal.org/ats/newexams>
  - ❖ Input your registration number, surname, level, and phone number
  - ❖ Provide a valid email to receive your payment reference details
  - ❖ Check your email and copy the payment reference details
  - ❖ Enter the payment reference details, fill other sections and make 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**:
  - i. Completed Online Examination Enrolment Form;
  - ii. Examination Timetable, centres and their addresses.
  - iii. Examination Offences and Disciplinary Measures; and
  - iv. 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\*\*](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**

- a. The registration period for the examination is between Thursday, May 29, 2025 and Thursday, September 18, 2025.
- b. 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.
- c. Candidates are also warned that all kinds of **WRISTWATCHES (DIGITAL /ANALOG)** are not allowed into the examination hall.
- d. 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.
- e. 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.
- f. Candidates are **not permitted** to apply for **EXEMPTION** and **EXAMINATION** at the same time.
- g. **NO REFUND WILL BE MADE ONCE EXAMINATION FEE IS PAID.**
- h. Deferment of September 2025 examination application will not be entertained.
- i. Candidates may not have access to the examination website after Thursday, September 18, 2025 afternoon.
- j. Application for change of examination centres will not be processed after 12 noon (West African Standard Time) on Thursday, September 18, 2025.
- k. 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), 08038333675, 08028370033, 08033335183 and 08032450684. [\*\*phd@ican.org.ng\*\*](mailto:phd@ican.org.ng) or [\*\*atsexam@ican.org.ng\*\*](mailto:atsexam@ican.org.ng)

**SEPTEMBER 2025 DIET ATSWA EXAMINATIONS FEES (Exclusive of any applicable Charges)**

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

**ATSWA EXAMINATIONS TIMETABLE FOR SEPTEMBER 2025 DIET**

<b>DAY/DATE</b>	<b>TIME</b>	<b>PART I</b>	<b>PART II</b>	<b>PART III</b>
<b>TUESDAY 23/09/2025</b>	<b>9.30a.m. - 12.30 p.m.</b>	<b>Basic Accounting</b>	<b>Financial Accounting</b>	<b>Principles of Auditing &amp; Assurance</b>
	<b>2p.m.-5p.m.</b>	<b>Business Law</b>	<b>Information Technology</b>	<b>Management</b>
<b>WEDNESDAY 24/09/2025</b>	<b>9.30a.m. - 12.30 p.m.</b>	<b>Economics</b>	<b>Public Sector Accounting</b>	<b>Cost Accounting</b>
	<b>2p.m.-5p.m.</b>	<b>Communication Skills</b>	<b>Quantitative Analysis</b>	<b>Taxation</b>

*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**

**Lanre Olasunkanmi, PhD, FCA**  
**Registrar/Chief Executive**

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