

**THE INSTITUTE OF
CHARTERED ACCOUNTANTS
OF NIGERIA**

(Established by Act of Parliament No. 15 of
1965)



&



**ASSOCIATION OF
ACCOUNTANCY BODIES IN
WEST AFRICA
(ABWA)**

Presents

**ASSOCIATION OF ACCOUNTING TECHNICIANS WEST AFRICA (AATWA)
53RD INDUCTION CEREMONY**

This is to inform all ATSWA students who passed the Final Examinations before or in year 2020 that registration for AATWA Induction Ceremony is in progress. **The next edition will be held online on Monday, December 14, 2020 by 11am.**

APPLICATION FEE: N19,500

METHOD OF PAYMENT:

1a. Pay Direct at any Bank: Walk into any commercial bank and pay into ICAN e-Collection Account via paydirect and obtain your payment receipt.

1b. Generate PIN and Serial No (SNo) using the link at the top of your receipt: <http://www.icanonline-ngr.com/paydirect> and then proceed to the online application.

2. Online Payment using internet explorer

a. **PayDirect:** Go to www.icanportal.org/ats/paymasters/PayDirectIndex to pay and proceed to online application.

b. **Quickteller:** Go to <http://www.icanportal.org/ats/paymasters/QuicktellerIndex> to pay and proceed to online application.

c. **WebPay:** Go to <http://www.icanportal.org/ats/paymasters> to pay and proceed to online application.

PROCEDURE FOR ON-LINE REGISTRATION:

a. Requirements:

- i. Scanned/soft copy (JPEG format, 20kb maximum file size) of your passport-sized photograph (white background)
- ii. Certified photocopies of ATSWA I, II & III Examination Result Slips
- iii. Evidence of application fee payment
- iv. Evidence of subscription payment

b. Procedures:

- **Submit** scanned copy of the completed and duly signed application form with all the required documents **strictly at aat@ican.org.ng ONLY**. Application forms sent to any other email address may not be treated as the designated email address is for ease of collation and proper monitoring.
- No submission of hard copy of the Induction Application form at any ICAN office. Hardcopy should be kept by applicants for reference purpose during vetting and future submission if need be.
- Application forms **MUST** be signed by the applicants and at least one referee (ACA or AAT) who is financially up to date.
- All applicants who have submitted their forms via the designated email address shall be contacted after vetting.

NOTE

- I. **All outstanding dues MUST be paid before submission of application form.**
- II. **Payment and online application will close on Monday, November 30, 2020.**
- III. **Friends, well-wishers and organisations may place congratulatory messages/adverts in the Brochure at the cost of ₦25,000 (full page) and ₦15,000 (half page). Payment evidence and artwork must be sent to aat@ican.org.ng only on or before Monday, November 30, 2020.**
- III. **Payment for advert placement should be made to "The Institute of Chartered Accountants of Nigeria", GTBank A/C no: 0000631076.**

25TH ANNUAL CONFERENCE & ANNUAL GENERAL MEETING

This is to inform all members of the Association of Accounting Technicians, West Africa (AATWA) that the Annual General Meeting and Annual Conference will be held **online on Monday, December 14, 2020 by 1pm.**

Conference Fee: N5,000 (Not applicable to July & Dec. 2020 inductees) Payment closes on Monday, November 30, 2020

METHOD OF PAYMENT:

"AATWA Conference fee" should be paid to "The Institute of Chartered Accountants of Nigeria", GTBank A/C no: 0000631076. Kindly send evidence of payment to aat@ican.org.ng with the subject, "AATWA CONFERENCE FEE 2020" in order to get the link to the Ceremony".

BENEFITS OF AAT

1. Holders of the Association of Accounting Technicians qualification can use their certificate to proceed to the ICAN Professional qualifying examinations scheme and eventually qualify as full-fledged Chartered Accountants.
2. AATWA Certificate is recognised across the West Africa sub-region and internationally by reputable organisations like WES Canada and others
3. The AAT certificate can also be used to secure admission into a University to study B.Sc Accounting, Banking & Finance, Economics, Taxation, Business Administration, etc. Many Nigerian Universities equate AAT Certificate with ND (Accounting) Upper Credit and, so, admit holders into 200 level of a relevant degree programme. This is particularly crucial because these days, importance is attached to University degrees by employers of labour in the Nigerian and global economy.
4. An AAT certificate holder can work in both the private and public sectors of any economy in the world. The certificate indicates competence, integrity and ability to take on responsibility of an accounting nature. The duties that might be assigned vary from organization to organization. They range from more routine to technical works. In the commercial and industrial sectors, holders of AAT certificate should be able to earn rapid promotion to middle level management particularly with dedication and hard work
5. Holders of the AAT certificates are very good Audit clerks – checking records and conducting bank reconciliations.
 - He/She may be an invoice clerk checking invoices and arranging payments.
 - Be required to prepare data for computer system or to prepare accounts and cash flow statements.
 - Be required to prepare or check PAYE, VAT and other tax returns.
 - May also be involved in more technical aspects of auditing, preparation of financial statements and budgeting.
 - Be used as supervisors in some organizations – planning and monitoring the work of other junior staff.
6. AAT financial members can vote and be voted for during the AATWA Executive Committee elections. The Committee has the power to run the affairs of the Association.

These are some of the opportunities available to holders of AAT Certificates.

For further enquiries, please contact:

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**SIGNED
MANAGEMENT**