

**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA
TECHNICAL SUBCOMMITTEE OF RECIPROCITY COMMITTEE**

COMPLETE PROCESS OF SPECIAL CANDIDATES COURSE ROUTE TO MEMBERSHIP

1. Eligibility

The Special Candidates Programme would be open to any Nigerian professional accountant who wrote the examinations while living abroad and qualified with an IFAC recognized foreign Professional Accountancy Organisation (PAO). In essence, the programme is open to any Nigerian accounting professional who qualified with an IFAC recognised PAOs while living abroad and who desires to become a member of ICAN.

a. Members of any of the following IFAC recognised PAOs are qualified under the route:

- i. The Institute of Chartered Accountants in England and Wales;
- ii. The Association of Chartered Certified Accountants (ACCA);
- iii. The Chartered Institute of Management Accountants (CIMA);
- iv. The Chinese Institute of Certified Public Accountants (CICPA);
- v. The Chartered Institute of Public Finance and Accountancy (CIPFA);
- vi. The Hong Kong Institute of Certified Public Accountants (HKICPA)*. Individuals who joined HKICPA as members from the Association of International Accountants (AIA) before 01 June 2008 are not eligible to apply for Pathway;
- vii. The Institute of Chartered Accountants of Bangladesh (ICAB);
- viii. The Institute of Chartered Accountants (Ghana) (ICAG);
- ix. The Institute of Chartered Accountants of India (ICAI);
- x. The Institute of Chartered Accountants of Nepal (ICAN - Nepal);
- xi. The Institute of Chartered Accountants of Pakistan (ICAP);
- xii. The Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka);
- xiii. The Institute of Certified Public Accountants of Kenya (ICPAK);
- xiv. The Institute of Singapore Chartered Accountants (ISCA);
- xv. South African Institute of Chartered Accountants;
- xvi. The Malaysian Institute of Certified Public Accountants (MICPA); and
- xvii. The Institute of Certified Public Accountants of Greece (SOEL).

The list of PAOs will be updated as the need arises

NOTE: Students of the above listed PAOs are not eligible to apply for Pathway route.

b. Three years post-membership experience

Candidates must have at least three years post-membership experience (completed in full on or before the relevant submission deadline).

Time spent as a student will not be counted towards the three-year post-membership experience requirement.

c. Acceptable membership type

Candidates are expected to have passed through the examination process and training route of their PAOs (as opposed to membership obtained through reciprocity agreement).

d. Continuing Professional Development (CPD) compliance

Candidates are required to be CPD compliant with their PAOs.

e. Good disciplinary record

Candidates must be members in good standing with good disciplinary records and without outstanding complaints against them.

f. Sponsorship requirements

Each candidate's application must be supported by an eligible sponsor. The sponsor, who must be an individual, must meet the following criteria:

- i. Hold current membership of an IFAC recognised PAO;
- ii. Know the candidate in an official capacity;
- iii. Must be in good standing with his/her PAO;
- iv. Must be compliant with the CPD requirements of his/her PAO; and
- v. Must have good disciplinary records with no outstanding case.

For full sponsorship requirements, please see section 2 below.

NOTE:

Most of the above will also need to be included in the letter of good standing from the PAO.

2. SPONSORSHIP REQUIREMENTS

This section provides an overview of what is expected of a sponsor.

Candidates' application as Special Candidates must be supported by eligible sponsors, who must meet all the criteria stated below.

a. Eligibility for sponsorship

Each candidate must have one sponsor who meets all the required sponsorship criteria to support her/his completed application.

The sponsor must:

- i. Know the candidate in an official capacity
It is necessary that the sponsor must have worked with the candidate or served as auditor of the candidate's organisation. The sponsor must be in a position to vouch for the candidate and verify that the information on her/his application is true;
- ii. Be a financial member of an IFAC recognised PAO;
- iii. Be Continuing Professional Development (CPD) compliant, taking into consideration the requirements of the IFAC recognised PAO;
- iv. Be of good standing with his/her PAO. This includes having a good disciplinary record with no outstanding complaints against her/him; and

- v. Provide a letter of good standing. This needs to come from her/his professional body, which must be issued and dated within the three months immediately before the Pathway deadline.

This letter from the professional body must confirm that:

- i. S/he is a member of that body;
- ii. The date s/he was admitted into membership is correct;
- iii. Whether membership was through normal examination route or reciprocity;
- iv. S/he has a good disciplinary record with no outstanding complaints, or advise ICAN of the details of any disciplinary record or outstanding complaints; and
- v. S/he is fully compliant with the continuing professional development (CPD) requirements of her/his IFAC recognised PAO.

NOTE:

All sponsors must provide a letter of good standing. This must be submitted along with the candidate's application. The only exception is where a sponsor is an ICAN member. An ICAN member does not need to provide a letter of good standing, because the Institute can check her/his membership status, disciplinary record and CPD compliance.

b. Roles of the sponsor

The sponsor has the following key responsibilities:

- i. Confirm that s/he knows the applicant in an official capacity; and
- ii. Confirm that the candidate is of good character, and that there is no reason that s/he is aware of, why the candidate should not be admitted to ICAN membership.

In giving this undertaking, the sponsor acknowledges that ICAN may report her/him to her/his professional body, if it has ground(s) to doubt the veracity of the information provided by the candidate.

c. Penalties for errant sponsors

Any sponsor who is an ICAN member, found to have attested in an inappropriate manner, will be liable to face the investigating panel, and if need be, be referred to the Disciplinary Tribunal.

For sponsors who are not ICAN members, they will be reported to their IFAC recognised PAOs and their employers.

3. Training Workshop

Training workshops will be conducted for the candidates, covering three courses, namely:

- a. Taxation;
- b. Public Sector Accounting and Finance; and
- c. Contemporary Issues in Accounting and Finance.

The workshop will be for three days, structured as below:

a. Schedule of Programme

Day One

Morning Session: Registration and opening

Afternoon Session: Taxation

Day Two

Morning Session: Public Sector Accounting and Finance

Afternoon Session: Contemporary Issues in Accounting and Finance

Day Three

Morning Session: Viva

Afternoon Session: Closing

Mode of presentation: Virtual

b. Dates for the workshop

Each Special Candidates Programme will hold 2 weeks before the commencement of the District Society Conference in the respective country. The newly admitted members will be inducted into the membership of ICAN at the end of the conference.

The programme shall be for 3 days, thus, Wednesday, Thursday and Friday of the relevant week.

c. Course fee:

Each candidate shall pay a course fee of USD 1,000.00 or GBP 750.00