

THE INSTITUTE OF CREDIT ADMINISTRATION (ICA)

35, King George V Road, (3rd floor), Onikan, Lagos Island

P. O. Box 2708, Apapa, Lagos, Nigeria.

Tel: 234-1-7926238, 7339053, 2645845, Fax: 01-2632172 GSM: 08078238738, 07033814790

Email: ica@icanigeria.com Website: icanigeria.com

Date of Application:

APPLICATION FOR MEMBERSHIP

Class of membership applying for:

Student Associate Member Fellow

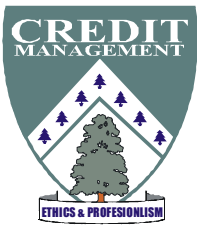
Applicants for associate, member, and fellow membership categories must be able to demonstrate a minimum of 3 years management level experience in the credit management profession or its ancillary services, while those for student category must write institute's examination which is held once in a year.

Candidate is required to complete all sections of the application form in full and provide:

- * Information that clearly identifies the particular positions you have held which you outlined to make up the required minimum 3 years of management level experience.
- * Your current job description and professional experience.
- * Application and Registration fee of **N5,000.00** must be paid by the applicant prior to the collection and submission of this membership form.

The Membership Committee reserves the right to ask applicant to appear for interview, if need be.

The Institute attaches great importance to high standard of credit business ethics and professional conduct. Please note the declaration and undertaking that you are required to sign in section. Anyone who is found to have given false information in order to become a member of the Institute is liable to immediate expulsion.



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1. PERSONAL DETAILS AND CURRENT EMPLOYMENT

Address for correspondence: Private/Business must be provided

Full name:

Date of Birth:

Residential Address:

.....

Email address:

Private Telephone:

Private Postal Address:

Company Name (Where you work):

Office Address:

Nature of Business of Employer:.....

Postal Address of Place of Work:

Telephone No. (*Place of Work*):

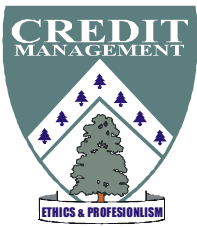
Total Number of Employees working under you: (*Please tick*)

2-5 5-10 10-20 20-30 more

Title of your present job:

Date of taking up your present job:

To whom responsible (job title):



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6. RECOMMEND TWO PEOPLE FOR ICA MEMBERSHIP

Who else from your experience in credit industry would you like to recommend for ICA Membership and why?

(i) Name:.....

Full address:

.....

.....

Cell phone No:

E-mail:

(ii) Name:.....

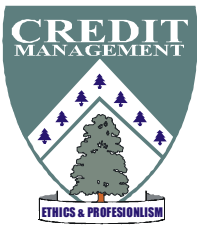
Full address:

.....

.....

Cell phone No:

E-mail:



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7.

PROFESSIONAL EXPERIENCE

The aim of this section is to obtain a clear understanding of your experience and knowledge in credit management. The Institute does not expect you to have had experience or to have knowledge of all the subject headings listed. Please enter 'NONE' where appropriate.

Subject	Number of Year's Practical Experience	Degree of Knowledge a) Extensive b) Good c) Fair d) Minimal	Subject	Number of Years Practical Experience	Degrees of Knowledge a) Extensive b) Good c) Fair d) Minimal
(1) Formulation & development of credit policy & procedure			(8) Export credit		
(2) Sourcing & use of credit information			(9) Customer contact and negotiation		
(3) Credit analysis & risk assessment			(10) Budgeting cash forecasting and reporting of result		
(4) Credit decision taking (<i>terms & limits</i>)			(11) Credit systems development		
(5) Collection techniques			(12) Training, managing and developing credit staff		
(6) (a) Litigation (b) Insolvency			(13) a) Credit insurance b) International Credit management		
(7) (a) Bank Credit Management (b) Legal aspect of credit			(14) (a) Factoring (b) Leasing		

8. DECLARATION

I declare that the particulars given above are correct and that I wish to apply for membership of the Institute of Credit Administration. I see no reason why I should not be regarded as a fit and proper person to be a member. If elected, I undertake to further the best interest of the Institute and to abide by its Rules and Code of Ethics.

I enclose a cheque, made payable to the Institute of Credit Administration to cover my registration fee (*this is not refundable*)

Signed.....

Date.....



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Seize this opportunity now!

CRITERIA FOR ICA MEMBERSHIP

Requirements for Direct Entry

FICA: Candidate of notable professional and academic achievements in the field of credit and financial management, or occupies top level position in management with functions having to do with credit, financial, accounting and marketing in a directorate or senior management capacity either at present or in the past; including membership of related professional institutes on similar grade.

MICA: Candidate must possess good honours degree or its equivalent with relevant work experience at middle management level with functions having to do with Credit Management, Accounting, Banking and Finance and Marketing of not less than five years. In addition, candidate must show evidence of professional membership in the same grade or "associate grade" obtained from relevant recognized professional body.

AICA: Candidate must have completed the Institute's final professional examinations. However, a candidate with good honours degree or its equivalent in Accounting and Banking Finance and Marketing with relevant work experience in credit management of not less than three years, may be considered.

Note:

Membership application form and prospectus cost N5,000.00. Membership into any of the categories is not automatic. The Screening Committee reserves the right to disqualify an applicant. The screening Committee's work is subject to Governing Council's approval.

Become

CCP

Certified Credit Professional

The ultimate qualification in credit management

Partnership of LPCMC, UK and PSCFM, Nigeria (www.icredit.co.uk)
Tel: 08023314598, 08059523847 E-mail: postgraduate@postgraduatecreditschool.org

ICA PROFESSIONAL MEMBERSHIP BY DIRECT ENTRY

STEP 1

Obtain membership application form for N5,000 at the institute secretariat or download from our Website (see below) and pay through our Union Bank Account Number: 0461020003842 (Moloney Branch). Please attach the original bank teller to your completed application form and mail to us.

Your receipt will be sent to you.

STEP 2

DIRECT ENTRY MEMBERSHIP (PAYABLE ONCE)

Direct Fellow (FICA) = N75,000.00

Direct Member (MICA) = N50,000.00

Direct Associate (AICA) = N40,000.00

ANNUAL MEMBERSHIP SUBSCRIPTION

Fellow Member - N15,000.00 per annum

Full Member - N10,000.00 per annum

Associate Member - N5,000.00 per annum

Student Member - N1,500.00 per annum

Corporate Member - N250,000.00 per annum

Oh! Are you now a member? What a Strategic Vision!

Contact Information

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