



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



Present

## SEPTEMBER 2016 ACCOUNTING TECHNICIANS SCHEME (WEST AFRICA) EXAMINATIONS

The Accounting Technicians Scheme, West Africa (ATSWA) examinations will hold in member countries on September 20 & 21, 2016 under the Council of The Association of Accountancy Bodies in West Africa (ABWA). In the following centres in Nigeria: Aba, Abakaliki, Abeokuta, Abuja, Ado-Ekiti, Akure, Benin-City, Calabar, Enugu, Ibadan, Ilesha, Ilisan, Ilorin, Ikorodu, Jos, Kaduna, Kano, Lagos, Lokoja, Makurdi, Ogbomoso, Okija, Oke, Onitsha, Ota, Owerri, Port-Harcourt, Umuahia, Uyo, Warri and Yenagoa.

The Institute reserves the right to transfer any candidate from his or her chosen centre to another centre.

### MODE OF REGISTRATION FOR SEPTEMBER 2016 EXAMINATIONS

Candidates are required to register online for September 2016 diet examination at the ICAN website [www.icanexamsonline.org/ats](http://www.icanexamsonline.org/ats) using any of Pay direct, ATM Visa, Verve or Master Cards options.

Kindly note that registration for the examination is restricted to registered students of the Institute, that is, those with registration numbers.

The Study Packs and Insights are available for collection FREE by candidates at the ICAN District Offices and Liaison Offices in the respective centres outside Lagos while those for Lagos centre will collect theirs at 82, Murtala Muhammed Way, Ebute-Metta, Lagos on presentation of a hardcopy of the evidence of payment.

Candidates may also download copies of the Insight and Study Packs from our website, [www.ican-ngr.org](http://www.ican-ngr.org) under 'STUDENTS' module by a click on 'STUDENTS', then 'Study Packs' and finally the chosen subject.

### DIRECTIVES FOR ONLINE REGISTRATION

1. **BEFORE PAYMENT:** Check and Print out your Examination/Financial Status under the Student icon on the Institute's website: [www.ican-ngr.org](http://www.ican-ngr.org), or directly at [www.ican-ngr.org/atswa-status](http://www.ican-ngr.org/atswa-status) before effecting payment through **Paydirect**, **Verve/Master/Visa ATM card**;
2. **METHODS OF PAYMENT FOR EXAMINATION FEES**
  - a. **Pay Direct:** pay directly into ICAN e-Collection Account at any **Commercial bank** in Nigeria.  
Obtain your payment Receipt and thereafter:
    - Proceed with your application for the exam at ICAN website [www.icanonline-ngr.com/paydirect](http://www.icanonline-ngr.com/paydirect)
    - Enter your Deposit Slip Number on the payment receipt
    - Enter your receipt number
    - Click on the SUBMIT button to generate eVoucher containing 12 digits and 6 digits PIN and Serial Number respectively required for your online registration
    - Proceed to the web address on the e-voucher i.e. [www.icanexamsonline.org/ats](http://www.icanexamsonline.org/ats) to register for the examination.
  - b. **Naira ATM Card:** Pay online using your Naira ATM Visa or Verve or Mastercard by selecting the relevant pay type and clicking on either "Pay/View Online on Verve/MasterCard Debit Card" OR "Pay/View Online on VISA Debit Card" following steps enumerated below:  
Go to ICAN website [www.ican-ngr.org/atswa-status](http://www.ican-ngr.org/atswa-status)
    - Enter your Registration Number to view your Financial Status.
    - Select "Pay/View Online on Verve/MasterCard" OR "Pay/View Online on VISA Debit Card" (under methods of payment on financial status page)
    - Click on "sign on" to set up your account or enter your password if you had set up your account before.
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: [www.icanexamsonline.org/ats](http://www.icanexamsonline.org/ats) and click on **submit**.
    - ❖ Print the following after clicking on **submit**:
      - i. Completed online examination form;
      - ii. Examination Time table, centres and their addresses;
      - iii. Examination offences and disciplinary measures;
      - iv. Examination warning to all candidates
Note that (iii) and (iv) above should be thoroughly understood and applied as appropriate.

### IMPORTANT NOTICE

- a. Registration for September 2016 ATSWA Examinations closes on Wednesday, September 7, 2016.
- b. Candidates may not have access to the examination website after Thursday, September 15, 2016 afternoon.
- c. Deferment of September 2016 examinations application will not be entertained.
- d. 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 examinations.
- e. Candidates are not permitted to apply for EXEMPTION and EXAMINATION at the same time.
- f. NO REFUND WILL BE MADE ONCE EXAMINATION FEE IS PAID.
- g. Application for change of examination centres will not be processed after 12noon on Wednesday, September 7, 2016.
- h. 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.
- i. The signature on the registration form must be the personal signature of the candidates.
- j. Any discrepancy discovered on the signature when compared with signature on the attendance sheets, dockets and answer booklets at the examination hall or marking centre will be taken as a breach of the examination rule. This shall attract appropriate disciplinary action which would be communicated to the affected candidates in due course.
- k. Candidates may download the ATS Insights, Pilot Questions and Answers, Study Packs, Examination Time Table, Dockets and other instructions from the ICAN website, [www.ican-ngr.org](http://www.ican-ngr.org)
- l. Candidates must come to the examination hall with the downloaded docket to locate their desks.
- m. Candidates are warned in their own interest not to bring MOBILE PHONES into the Examination Hall, as anyone caught violating this instruction will be stopped from continuing with the examination and the paper will be CANCELLED.

Candidates may seek assistance by contacting the ICAN Help Desk through the following telephone numbers and e-mail addresses: 01-2912821 (IT), 07098766969 (Reception), 08188452693, 08023145547, 07056556712 and 01-7747660 (DL) [phd@ican.org.ng](mailto:phd@ican.org.ng) or [atsexam@ican.org.ng](mailto:atsexam@ican.org.ng)

### SEPTEMBER 2016 EXAMINATIONS FEES

(Exclusive of Bank Charges of ₦300.00)

AMOUNT (₦)				
LEVELS	4 PAPERS	3 PAPERS	2 PAPERS	1 PAPER
PART 1	20,300	18,100	15,900	13,700
PART 11	22,450	19,900	17,350	14,800
PART 111	25,700	22,550	19,350	16,200

### ATSWA EXAMINATIONS TIME TABLE FOR SEPTEMBER 2016

DAY/DATE	TIME	PART 1	PART 11	PART 111
TUESDAY 20/09/2016	9.30 a.m - 12.30 p.m	Basic Accounting Processes & Systems	P & P of Financial Accounting	Principles of Auditing
	2.00 p.m - 5.00 p.m	Business Law	Information Technology	Management
WEDNESDAY 21/09/2016	9.30 a.m - 12.30 p.m	Economics	Quantitative Analysis	Cost Accounting
	2.00 p.m - 5.00 p.m	Communication Skills	Public Sector Accounting	Preparing Tax Computation & Returns

For further enquiries: please write or contact:

The Institute of Chartered Accountants of Nigeria (Annexe)  
82, Murtala Muhammed Way, Ebute Metta, Lagos  
Tel: 01 – 7740627, 01 – 4705336, 7747660, 7642297, and 7642298  
Website: [www.ican-ngr.org](http://www.ican-ngr.org)

ROTIMI A. OMOTOSO, MBA, FCA  
Registrar/Chief Executive  
Email: [info.ican@ican.org.ng](mailto:info.ican@ican.org.ng) Tel: 01-7642294 - 5