



# NIGERIAN COLLEGE OF ADMINISTRATION

— The Professional Training School of —

## CHARTERED INSTITUTE OF ADMINISTRATION

(Chartered by Act No. 103 of 1992 - Now Cap C7 LFN 2004)

Member, Association of Professional Bodies of Nigeria (APBN)



**College Campus:** Km 24, Lagos/Badagry Expressway, By Cele-NICA Bus-Stop, New Mebamu, P.M.B 2004, Ijanikin-Oto, Lagos State. **Telephone:** 09069376212, 08171354488 | **Website:** [www.nica-ng.org](http://www.nica-ng.org) | **E-mail:** [info@nica-ng.org](mailto:info@nica-ng.org)

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18<sup>th</sup> October, 2023

**TO: (A) APPROVED STUDY CENTRES  
(B) REGISTERED STUDENTS**

### ACIA PROFESSIONAL EXAMINATIONS, DECEMBER, 2023.

The examinations for ACIA Professional Qualification will be held from 13<sup>th</sup> – 16<sup>th</sup> December, 2023, in accordance with the Time Table provided with this notice.

### 3.0 EXAMINATION CENTRES

The examinations will be held at the following centers: **Lagos, Abuja, Aba, Oghara, Calabar, Owerri, Port-Harcourt, and Uyo.**

### 2.0 ELIGIBILITY

Only candidates who have processed their CIA Student Registration with Nigerian College of Administration, who have paid all required fees are eligible to enter for these examinations.

### 3.0 ENTRY FEES AND CHARGES

Candidates are required to make the following payments;

3.1 Entry Form ₦2,000

3.2 Entry per subject of ACIA Professional Qualifying Examination ₦5,000

3.3 Administrative charge ₦5,000 per candidate

3.6 Exemption fee (where applicable)

### 4.0 ENTRY DOCUMENTS

The examination entry documents comprise the following;

4.1 Two Entry Forms for one of the following Faculties of Specialisation:

- a) Corporate Administration
- b) Financial Administration
- c) Public Administration

4.2 Examination Time Table

The above entry documents are obtainable at the National Secretariat; the Liaison offices at Aba, Abuja, and Uyo; as well as the Approved Study Centres; or download the documents on our website.

## 5.0 METHOD OF PAYMENT

### 5.1 Examination and Exemption Fees

Pay cash direct into any of the following bank accounts of Nigerian College of Administration:

- a) Zenith bank Plc. A/c No. **1010223085**
- b) First Bank of Nigeria Plc. **2018190845**

Write your name, student registration number and purpose of payment on the reverse side of your bank deposit slip. Attach the deposit slip to your completed Examination Entry Forms and submit them to your Study Centre for onward delivery to the College; or send them direct to the College.

Under no circumstances should a candidate hand over cash to a Study Centre to make payment or carry out banking transactions on his/her behalf in respect of this examination. Combination of payments of several candidates in one deposit slip is not allowed. Such combination will invalidate the examination entries.

## 6.0 ENTRY INSTRUCTIONS

- 6.1 You must properly complete the Entry forms for the appropriate Faculty of Specialization.
- 6.2 Only your current passport photograph, which has not been previously used, should be affixed on each of the Entry Forms.
- 6.3 The following Codes must be used in completing your subject entries:

#### Code Interpretation

- X Entering for the first time
- E Exempted
- P Passed in previous examination
- R Referred in previous examination
- F Failed in previous examination
- AR Awaiting Result

6.4 For each Level of the examination you are attempting, you must enter in the corresponding box against each subject the code that correctly explains your situation. No box should be left blank in any level you are attempting subjects(s). Make sure you mark the correct **codes** as any false information will result in outright cancellation of your entry form.

6.5 A candidate referred in not more than two subjects in a previous examination of a preceding level is allowed to combine the referred papers with the papers of the next level.

## 7.0 RETURN OF FORMS

Your completed Entry Forms must be returned with the following requirements either through your study center or direct to the College:

- 7.1 Original copy of bank deposit slip for total examination and exemption fees paid.
- 7.2 A photocopy of the College Letter of Student Registration/Confirmation of Admission.

One of the Examination Entry Forms will be authenticated and returned to you by an authorized Officer of the College. You are required to bring the copy to the Examination hall each time you are presenting yourself for any examination subject.



#### 8.0 CLOSING DATE

The closing date for returning completed Entry Forms to the College/Institute is Monday, 27<sup>th</sup> November, 2023. No late entry.

#### 9.0 EXAMINATION CHEATING

Cheating of any type at the examination carries stiff penalties, including outright cancellation of student registration without options. The decision of the Disciplinary Committee on such matters shall be final. You have been warned.



**Adm. Obaseyi Williams, FCIA**  
Principal Administrative Officer, Exams

