

Chartered Institute of Administration

(A Professional and Examining Body Chartered by Act No. 103 of 1992 - Now Cap C7 LFN 2004)

Member, Association of Professional Bodies of Nigeria (APBN)

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National Secretariat

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Mailing

P.M.B. 3063, Surulere
Lagos State, Nigeria

12th April, 2019.

TO: ALL CANDIDATES

**CHARTERED ADMINISTRATORS PROFESSIONAL AND
DIPLOMA IN BUSINESS STUDIES EXAMINATIONS**

Chartered Administrators Professional and Diploma in Business Studies Examinations will be held from **10th – 14th June, 2019**, in accordance with the Time Table provided with this notice.

1.0 EXAMINATION CENTRES

Subject to sufficient entries being received the examinations will be held at the following centres; Lagos, Abuja, Aba, Abakaliki, Abeokuta, Asaba, Warri, Ado Ekiti, Awka, Akure, Bauchi, Benin city, Calabar, Enugu, Ibadan, Ilorin, Ile-Ife, Jos, Lafia, Lokoja, Kaduna, Katsina, Markurdi, Minna; Owerri; Port Harcourt, Sokoto, Umuahia, Yenogoa.

2.0 ELIGIBILITY

Only registered students of Chartered Institute of Administration, both those attending Approved Study Centres (including Nigerian College of Administration) and those studying privately as independent candidates, who have paid all the Institute's charges up-to-date, are eligible to enter for these examinations.

3.0 ENTRY FEES AND CHARGES

Candidates are required to make the following payments;

- 3.1 Examination entry fee of ₦4,000 for each Professional Examination subject; or ₦2,000 for each subject of Diploma in Business Studies.
- 3.2 Examination Administration Charge of ₦5,000 per Candidate
- 3.3 Up-to-date annual subscription
- 3.4 Development levy ₦5,000
- 3.5 Exemption fee (where applicable)

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4.0 ENTRY DOCUMENTS

The examination entry documents comprise the following;

- 4.1 Entry form
- 4.2 Three Admission Cards
- 4.3 Time Table

The above entry documents are obtainable at the National Secretariat; the Liaison offices at Aba, Abuja, and Uyo; the study centres; or downloaded on the Institute's website.

5.0 METHOD OF PAYMENT

Payment must be made by direct cash lodgment into the bank account of the Institute with any of the following banks:

- 5.1 Zenith bank Plc. A/c No. **1010155991**
- 5.2 First Bank of Nigeria Plc. **2012238864**

6.0 ENTRY INSTRUCTIONS

- 6.1 You must properly complete the Form and Admission Cards.
- 6.2 Only your current passport photographs, which have not been previously used, will be accepted for purposes of this examination.
- 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
- NA Not applicable to course
- 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 a subjects(s). Make sure you mark the correct **codes** as any false information will result in outright cancellation of your entry form.
- 6.5 No student is allowed to attempt any subject in any level of the examination except he has passed all subjects of the preceding level. **Combination of levels is not allowed.**

7.0 RETURN OF FORMS

Your completed Entry Form must be returned with the following requirements:

7.1 A photocopy of the receipt or bank deposit slip for total examination fees paid.

7.2 One photocopy of each of the receipts evidencing up-to-date payment of:

- (a) CIA student registration
- (b) Current annual subscription
- (c) Exemption fee (if applicable)
- (d) Exemption letter (if applicable)

7.3 A photocopy of CIA Certificate of Student Registration

7.4 Three completed Admission Cards.

One of the Admission Cards will be authenticated and returned to you by an authorized Officer of the Institute. You are required to bring the Admission Card 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 Secretariat is Friday 31st May, 2019. No late entry.

9.0 EXAMINATION CHEATING

Cheating of any type at the examination carries stiff penalties, including outright cancellation of CIA 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, Examinations
For: Registrar/Chief Executive