



Chartered Institute of Administration

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

78, Old Ojo Road, Kuje-Amuwo, Off Badagry Expressway, P.M.B. 3063, Surulere, Lagos.

☎: 01-7944969, 08076983067, **Web site:** www.cia.org.ng **E-mail:** info@cia.org.ng

APPLICATION FOR MEMBERSHIP UPGRADING

Membership
Number

New Membership
Grade Required

1.0 Name (*Surname First*) _____

2.0 Correspondence Address _____

3.0 Additional Qualification since Last Membership Election (*please attach copies*)

4.0 Membership of Other Professional Bodies (*please attach copies*)

Name of Professional Body	Membership Grade	Date of Admission

5.0 Present position _____

5.1 Name and Address of Organisation/Employer _____

5.2 Designation (*indicate Grade Level if in Public Service*)

5.3 Scope and character of your present Duties

(*Please attach a separate typewritten statement of your detailed job description*)

5.4 Total Number of Employees in the Organisation _____

5.5 Number and Grade(s) of Employees under your control

5.6 Name and Position of your Immediate Superior

6.0 Position Held Since your Last Membership Election, and Prior to your Present Position

Name and Address of Organisation	Position Held	Period		Duties (please use separate sheet for detailed information)	Employees		Name and Position of immediate superior
		From	To		Total Number in Organisation	Number controlled by Applicant	

8.0 Number of COMET Workshops Attend (please attach documentary evidence) _____

8.0 Declaration of Applicant

I declare that the Information contained in section 1.0 - 7.0 is correct. I have paid my annual membership subscription up-to-date

Signature: _____

Date: _____

FOR OFFICE USE

Membership Committee's recommendation to council _____ **Decision of Council** _____

Signature of Chairman of Membership Committee and Date _____ **Signature of Chairman of Council and Date** _____