

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

2nd July, 2020.

TO: ALL CANDIDATES

**CHARTERED ADMINISTRATORS PROFESSIONAL DIPLOMA IN
BUSINESS STUDIES (PDBS) AND ADVANCED PROFESSIONAL
DIPLOMA IN ADMINISTRATION (APDA): AUGUST 2020 EXAMINATIONS**

Examinations in Professional Diploma in Business Studies (PDBS) and Advanced Professional Diploma in Administration (APDA) will be held from **11th – 14th August, 2020**, in accordance with the Time Table provided with this notice.

1.0 EXAMINATION CENTRES

Subject to a minimum of 15 entries being received for a Centre, the examinations will be held at the following centres; Lagos, Abuja, Aba, Abakaliki, Abeokuta, Warri, Benin city, Uyo, Calabar, Enugu, Ibadan, Kaduna, Owerri, and Port Harcourt.

2.0 ELIGIBILITY

Only registered students of Chartered Institute of Administration, 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 Entry Form ₦2,000
- 3.2 Entry per subject of Professional Diploma in Business Studies ₦3,000
- 3.3 Entry per subject of Advanced Professional Diploma in Administration ₦5,000
- 3.4 Administration charge ₦5,000
- 3.5 Up-to-date annual subscription
- 3.6 Exemption fee (where applicable)
- 3.7 Development Levy (if not previously paid).

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; as well as the study centres upon payment of application fee of N2,000.

5.0 METHOD OF PAYMENT

5.1 Examination 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**

5.2 CIA Student Registration Fees, Annual Subscription

Pay cash direct into any of the following bank accounts of Chartered Institute of Administration:

- a) Zenith bank Plc. A/c No. **1010155991**
- b) First Bank of Nigeria Plc. **2012238864**

For all other payments, candidates should follow the instructions contained in their certificates of students registration or admission letter. Write your name, student registration number and purpose of payment on the reverse side of your deposit slip. Attach the deposit slip to your completed Examination Entry Form and submit it to your Study Centre for onward delivery to the College.

Under no circumstances should a candidate hand over cash to the Study Centre to make payment or banking transactions on his/her behalf.

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 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 Form must be returned with the following requirements:

- 7.1 Original copy of bank deposit slip for total examination fees paid.
- 7.2 A photocopy of CIA/College Certificate of Student Registration
- 7.3 Three completed Examination Admission Cards.

One of the Admission Cards will be authenticated and returned to you by an authorized Officer of the College. 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 College/Institute is Friday, 31ST August, 2020. No late entry.

9.0 EXAMINATION CHEATING

Cheating of any type at the examination carries stiff penalties, including outright cancellation of College/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: Head of Professional Education and Training