

FINANCIAL REPORTING COUNCIL OF NIGERIA

REGISTRATION OF INDIVIDUAL PROFESSIONALS

A. DOCUMENTATION

- i. Passport photograph of the applicant/professional.
- ii. A valid means of identification (International passport, NIN slip or national identity card, voters' card, drivers' license).
- iii. A scanned copy of the professional/applicant's signature.
- iv. Professional certificate or Corporate Affairs Commission (CAC) status report or letter of appointment or minutes of meeting where the applicant was duly appointed (as the case may be).

B. REGISTRATION CATEGORIES

1. Chief Financial Officers (CFO):

Qualifying Certificate/Professional Organization

- Institute of Chartered Accountants of Nigeria (ICAN).
- Association of National Accountants of Nigeria (ANAN).

To qualify for registration under this category, the individual professional must be the **Head of Finance Function** (which could be under the designation Chief Financial Officer, Head of Finance, Financial Controller, Finance Director, Executive Director - Finance, Director of Finance, etc.) in an organisation, both in the private or public sectors.

Please note that individuals who head the finance function in an organisation and are also Directors, usually referred to as Finance Director, Executive Director - Finance, Director of Finance, etc., may also select both the CFO and Director categories while filling the registration form online, as stated in number 5 below.

2. Governance:

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Qualifying Certificate/Professional Organization

- Members of the following bodies who do not render assurance services:
 - i. Institute of Chartered Accountants of Nigeria (ICAN).
 - ii. Association of National Accountants of Nigeria (ANAN).
 - iii. Nigerian Bar Association (NBA).
 - iv. Institute of Chartered Secretaries & Administrators of Nigeria (ICSAN).

- Chartered Institute of Bankers of Nigeria – **Microfinance Certified Banker Certificate**: The Microfinance Certified Banker Certificate is accepted for:
 - i. Chief Executive Officers (CEOs) of Microfinance Banks who do not qualify as directors under the Companies and Allied Matters Act, 2020.
 - ii. Heads of Finance function in Microfinance Banks who do not hold ICAN and ANAN qualifying certificates.

- Nigerian Institute of Management (NIM).
- Institute of Directors (IOD).
- Chartered Institute of Administration (CIA).
- Chartered Institute of Local Government and Public Administration (CILGPAN).

Additionally, the following individuals can apply under this category:

- Audit Committee Members - upload minutes of meeting where they were appointed.

- Company/Board Secretaries (other than persons so qualified under section 332(a)-(e) of the Companies and Allied Matters Act, 2020) – upload letter of appointment and/or minutes of board meeting where they were appointed.

- Members of Governing Councils or Boards of Educational Institutions or other Corporate Bodies (other than companies as envisaged under the Companies and Allied Matters Act, 2020) - upload letter of appointment.

3. Assurance:

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- Institute of Chartered Accountants of Nigeria (ICAN).
- Association of National Accountants of Nigeria (ANAN).
- Architects Registration Council of Nigeria (ARCON).
- Chartered Insurance Institute of Nigeria (CIIN).
- Chartered Institute of Taxation of Nigeria (CITN).
- Nigerian Actuarial Society (NAS).
- Nigeria Institute of Estate Surveyors & Valuers (NIESV).
- Nigeria Institute of Quantity Surveyors (NIQS).
- Chartered Institute of Bankers of Nigeria (CIBN).
- Chartered Institute of Stockbrokers of Nigeria (CISN).
- Nigeria Bar Association (NBA).
- Institute of Chartered Secretaries & Administrators of Nigeria (ICSAN).
- Council for the Regulation of Engineering in Nigeria (COREN).

4. Directors:

i. Private Sector

Status Report from the Corporate Affairs Commission (CAC) indicating applicant's name as an active Director in the organisation.

ii. Public Sector

Letter of appointment from the Presidency, Federal Ministry, State Government (MDAs only).

5. Dual/Multiple Categories:

Applicants who qualify for registration under more than one of the categories in 1-4 above can select all categories of their choice but must upload relevant documents to prove that they are qualified for registration under the categories selected.

PLEASE NOTE that the professional bodies/certifications listed above are not exhaustive. Therefore, professionals who do not hold the listed certifications but are desirous of

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registering with the Council are encouraged to apply in writing to the Council via email at registration@frcnigeria.gov.ng, attaching the relevant professional certificate and enabling law of the professional body for the Council's consideration.

C. REGISTRATION PROCESS

Log on to <https://registration.frcnigeria.gov.ng>

Select **Click here to Register**

- ✓ Choose a unique Username (preferably your full name).
- ✓ Input your email address (this will be used for future correspondences).
- ✓ Choose your preferred registration type (Individual Professional).
- ✓ Choose a password (Must Contain 8 Characters, One Uppercase, One Lowercase, One Number, and One Special Case Character, e.g. @,#,&, etc.) and select **Continue** to proceed to the registration form.
- ✓ Fill in all columns in:
 - i. KYC Verification section and upload a valid means of identification.
 - ii. Section A – Personal Data Section: Here, upload applicant's passport photograph.
 - iii. Section B – Categories Section: Here, select your preferred category in line with your role and/or services you render, as well as supporting documentation, e.g. professional certificate, letter of appointment, etc.

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- iv. Section C – Professional Education: Here, upload professional certificate or letter of appointment or minutes of meeting where the applicant was appointed (as the case may be).
 - v. Section D – Reputation & Character: Here, check the relevant boxes.
 - vi. Section E - Declaration: Here, upload applicant's scanned signature.
- ✓ Preview and submit your form and proceed to make payment by choosing your preferred means of payment.