

FINANCIAL REPORTING COUNCIL OF NIGERIA

REGISTRATION OF INDIVIDUAL PROFESSIONALS

A. DOCUMENTATION

- i. Passport photograph of the applicant/professional.
- ii. A valid means of identification (National Identity Card/Slip or International passport) with the 11-digit NIN printed on it.
- 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 FEES

S/N	PROFESSIONAL CATEGORIES	REGISTRATION FEE	ANNUAL SUBSCRIPTION
1	CFO (Chief Financial Officer)	N50,000	N50,000
2	Governance	N50,000	N50,000
3	Directors	N50,000	N50,000
4	Assurance	N50,000	N50,000
5	CFO, Governance	N100,000	N100,000
6	CFO, Directors	N100,000	N100,000
7	CFO, Assurance	N100,000	N100,000
8	Governance, Directors	N100,000	N100,000
9	Governance, Assurance	N100,000	N100,000
10	Directors, Assurance	N100,000	N100,000
11	CFO, Governance, Directors	N150,000	N150,000
12	CFO, Directors, Assurance	N150,000	N150,000
13	Directors, Governance, Assurance	N150,000	N150,000
14	CFO, Governance, Assurance	N150,000	N150,000
15	Directors, CFO, Governance, Assurance	N200,000	N200,000

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C. 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 organization, both in the private or public sectors.

Please note that individuals who head the finance function in an organization 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:

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).
 - v. Nigerian Actuarial Society (NAS).
 - vi. Chartered Institute of Stockbrokers of Nigeria (CISN).
 - vii. Council for the Regulation of Engineering in Nigeria (COREN).
 - viii. Architects Registration Council of Nigeria (ARCON).

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- ix. Chartered Insurance Institute of Nigeria (CIIN).
 - x. Chartered Institute of Taxation of Nigeria (CITN).
 - xi. Nigeria Institute of Estate Surveyors & Valuers (NIESV).
 - xii. Nigeria Institute of Quantity Surveyors (NIQS).
 - xiii. Chartered Institute of Bankers of Nigeria (CIBN).
- 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).
 - Teachers' Registration Council of Nigeria (TRCN).
 - Chartered Institute of Treasury Management (CITM)

Additionally, the following individuals can apply under this category:

- Audit Committee Members (**AUDITCOM**) - upload minutes of meeting where they were appointed or letter of introduction from the Entity.
- Board Secretaries (other than individuals so qualified under section 332(a)-(e) of the Companies and Allied Matters Act, 2020. This does not apply to company secretaries) – upload letter of appointment and/or minutes of board meeting where they were appointed.
- Members of Governing Councils or Boards of Public Sector Entities or Educational Institutions or other Corporate Bodies (other than companies as

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envisaged under the Companies and Allied Matters Act, 2020) - upload letter of appointment.

- Incorporated Trustees – Certificate of Incorporation or Status Report from the Corporate Affairs Commission (CAC) indicating applicant's name as an active Trustee in the organization.

3. Assurance:

- 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).
- 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).
- Nigerian Actuarial Society (NAS): This is for actuaries with recognized certifications from the United States of America, United Kingdom and South Africa.
- Chartered Institute of Forensics and Certified Fraud Investigators of Nigeria (CIFCFIN)

4. Directors: This is for directors in the private sector only

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

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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 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.

D. REGISTRATION PROCESS

1. Step 1 – Landing Page
 - i. Visit <https://registration.frcnigeria.gov.ng/register>
 - ii. Input your email address (this will be used for future correspondence).
 - iii. Choose your preferred registration type (Individual Professional).
 - iv. Input your NIN
 - v. Choose a password (Must Contain 8 Characters, One Uppercase, One Lowercase, One Number, and One Special Character, e.g. @,#,&, etc.) and click **Continue** to proceed to the registration form.

2. Step 2 – Fill the Registration Form and Upload required Documents
 - i. KYC Verification section - upload a valid means of identification.
 - ii. Section A – Personal Data Section: Fill in your personal data and upload passport photograph.
 - iii. Section B – Professional Category Section: Select your preferred category in line with your role and/or services you render.
 - iv. Section C – Professional Certificate/Document: Upload professional certificate, CAC status report or Form CAC 7 or letter of appointment or minutes of meeting where the applicant was appointed (as the case may be).

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- v. Section D – Reputation & Character: Here, tick the relevant boxes.
 - vi. Section E - Declaration: Upload applicant's scanned signature.
3. Step 3 – Preview, submit your form and proceed to make payment by choosing your preferred means of payment.