

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA

Registrar/Chief Executive
O.A. Adepate B.Sc, MBA, FCA

Plot 16, Idowu Taylor Street
Victoria Island, Lagos
P.O. Box 1580, Marina, Lagos,
Tel: 01-7642294, 7462295
E-mail: ican@ican-ngr.org
Website: www.ican-ngr.org
Fax: 01-4627048
February 1, 2012

2012 ANNUAL GENERAL MEETING

At the close of the forthcoming 2012 Annual General Meeting of the Institute to be held on **Friday, May 25, 2012**, the following Council Members will retire in accordance with Schedule 1 Paragraph (5) of the Institute of Chartered Accountants of Nigeria Act No. 15 of 1965.

GROUP A

Members-In-Practice

two (2) Vacancies

Prince Fatai Oyebade Oyedepo MBA, FCA
Alhaji Tijjani Isa Musa B.Sc, FCA

GROUP B

Members-Not-In-Practice

One (1) Vacancy

Sebastian Achulike Owuama (Maj General)(Rtd) B.Sc, FCA

For the purpose of the next election, **Three (3) Vacancies** are to be filled by **Two (2) Members-In-Practice** and one **(1) Member-Not-In-Practice**. Every member of the Institute is eligible to sit on the Council subject to provisions of Section 3(1) of the Act; that only Fellows or Associate members may be elected to Council and the Council's regulations made in pursuance of Section 3(3) of the Act, that **13** out of the **24** elected persons shall be in full-time practice as Accountants. **This means that they must be in full-time practice.**

Nominations are hereby invited to fill these **Three (3) Vacancies** at the next Annual General Meeting. The retiring members are eligible for re-election with the exception of the Immediate Past President (IPP) who will retire after his tenure in that office. As a guide to members, the **Rules of Election to Council** (Rule 15) are attached hereto. **In addition, members seeking election or presenting nominees should have fulfilled all financial and MCPE obligations to the Institute, as failure in this regard will result in outright disqualification. Members are required to obtain a minimum of 30 MCPE credit hours a year.**

Members are required to forward the names of their nominees together with the nominees' written consent so as to reach this office **not later than Monday, March 5th, 2012.**

In order to guide members in voting for candidates for the election, Council has requested each candidate for election to attach to his/her written consent, his/her particulars in the prescribed form, attached herewith, and a copy of his/her recent passport photograph. Your co-operation in this regard will be highly appreciated.

Members are also reminded that any motion not relating to the ordinary business of the Annual General Meeting under Rule 67 (see overleaf) are to be forwarded to and be received by me **not later than Thursday, March 26, 2012** i.e. forty-five days before the date of the Annual General Meeting.

Yours faithfully,

OLUTOYIN. A. ADEPATE BSc, MBA FCA
Registrar/Chief Executive

ELECTION TO COUNCIL

Rule: 15

- a) Election of members to fill vacancies on the Council of the Institute shall be held annually at the Annual General Meeting or as near thereto as possible and such elections shall be by secret ballot.
- b) Registered Accountants can vote but they cannot be voted for.
- c) Any member wishing to nominate a member or members for election to the Council shall notify the Registrar in writing accompanied by the nominee's consent in writing of his intention to do so at **least twenty-eight clear days** before the date fixed for the Annual general meeting.
- d) No member shall be allowed to nominate himself as a candidate for election.
- e) Each candidate for election shall be sponsored by at least two members.
- f) A retiring member shall be eligible for re-election in like manner.

- g) At least twenty-one days before the date fixed for the Annual General meeting, the Registrar shall send **electronically (by e-mail and SMS) to each member, a special PIN Code and through the e-voting portal, an electronic ballot paper** containing a list of Members who have been duly nominated for each election to the Council requesting him/her to **vote electronically for Members whom he intends to cast his votes**. Every voting member shall endeavour to exercise his full voting rights and a member may vote for himself, but votes may not be cast by proxy. **A member shall not be allowed to vote twice.**
- h) **The President, the Registrar/Chief Executive and the Chairman of the Body of Scrutineers would simultaneously login their individual passwords to declare open the e-voting portal on the 9th of May 2012. This same group would after the time allotted for voting i.e 23rd May 2012 declare the e-voting closed and shut down the e-voting portal.**
- i) **Five Scrutineers would generate the report from the e-voting portal**, the votes obtained by each candidate shall be recorded and enclosed in a sealed envelope to be opened and presented at the Annual General meeting.
At the opening and closing of the voting portal, any interested member may be allowed to witness the ceremony.

NOTICE OF MOTION

Rule 67:

A member wishing to bring to the Annual General Meeting any motion not relating to the ordinary business of the annual general meeting of the Institute may do so provided:-

- a) that notice in writing of the proposed motion shall be sent or given to the Registrar/Chief Executive and be received by him not later than **forty-five** days before the date of the Annual General Meeting:
- b) that not less than ten members entitled to Vote at the Annual General Meeting shall have sent or given notice in writing to the Registrar/Chief Executive to be received by him not later than thirty days before the date of the Annual General Meeting expressing their desire that the proposed motion should be brought before the Annual General Meeting; and
- c) that the proposed motion relates to matters affecting the Institute or the Accountancy profession.

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA

PROFILE OF CANDIDATES FOR ELECTION TO COUNCIL - MAY 2012

Please read the notes below carefully.

NOTES:

Candidates are to use this prescribed Form for their Profile. No additional sheet will be entertained. Please comply.

Guidelines for Completion of the Form

- a. *The purpose of this Form is to standardize information about members standing for election into Council. Candidates are advised to be concise and provide only information, which are of direct relevance to the institute. Total write up shall not exceed 2 pages;*
- b. *Font: Times New Roman, Size 12;*
- c. *Spacing: One and Half;*
- d. *Passport Photograph: 2" by 2" inches, white background, colored.*
- e. *If you have any complaint, send an e-mail to emc@ican.org.ng.*

1. SURNAME: _____

OTHERNAMES: _____

TITLE(S): _____

2. MEMBERSHIP NUMBER: _____

2a.) CATEGORY OF MEMBERSHIP: ASSOCIATE FELLOW

2b.) CATEGORY OF MEMBERSHIP: NOT IN PRACTICE IN PRACTICE

3. ACADEMIC QUALIFICATIONS (From Secondary / High School)

	Institutions Attended	Date	Qualifications Obtained
a.	_____	_____	_____
b.	_____	_____	_____

**Passport
Photograph**

- c. _____
- d. _____
- e. _____
- f. _____

4. RELEVANT PROFESSIONAL QUALIFICATIONS

	QUALIFICATION	DATE
a.	_____	_____
b.	_____	_____
c.	_____	_____
d.	_____	_____

5. RECOGNISED PROFESSIONAL TRAINING / CAREER RECORD

(List only approved professional training leading to membership of ICAN as well as employment career and position held.)

	Institution	Designation	Date
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____
e.	_____	_____	_____

6. SERVICES TO THE INSTITUTE (List only services to the Council, Committees, District Societies)

a. COUNCIL

Name	Position	Date
_____	_____	_____
_____	_____	_____

b. COMMITTEES

Name	Position	Date

c. AD-HOC COMMITTEES

Name	Position	Date

d. DISTRICT SOCIETY

Name	Position	Date

e. ICAN DISTRICT SOCIETY YOU BELONG TO

7. SERVICES TO THE PUBLIC (Please list only services relating to Government appointments, assignments and organised private sector)

Organisation	Position	Date
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- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

8. EXCEPTIONAL ACHIEVEMENTS AND CONTRIBUTIONS TO THE INSTITUTE (List them):

ACHIEVEMENTS	DATES
a. _____	_____
b. _____	_____
c. _____	_____
d. _____	_____
e. _____	_____

9. MEMBERSHIP OF ICAN FACULTIES

	Name of Faculty	Position	Date
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____

10. HONOURS, AWARDS AND PRIZES

	Awarding Institution	Award	Date
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____

11. PROPOSED CONTRIBUTIONS TO THE GROWTH AND DEVELOPMENT OF THE INSTITUTE
IF ELECTED/RE-ELECTED INTO COUNCIL (***Not More Than 100 Words***)

SIGNATURE: _____

DATE: _____