The Procedure for Individuals Joining NICA Membership

The National Institute of Credit Administration (NICA), chartered, has established a clear, structured, and transparent procedure for admitting qualified professionals into its membership, in line with the Institute's mandate and governing regulations.

Professional Membership Categories

Membership of the Institute is organized into the following professional categories:

1. Fellow (FICA)
2. Member (MICA)
3. Associate (AICA)

Prospective applicants are expected to familiarize themselves with these categories before commencing the application process.

Requirements for Direct Entry

- **Fellow (FICA):** Candidate of notable professional and academic achievements in the field of credit and financial management, or occupies top level position in management with functions having to do with credit, financial, accounting and marketing in a directorate or senior management capacity either at present or in the past; including membership of related professional institutes on similar grade.
- **Member (MICA):** Candidate must possess good honors degree or its equivalent with relevant work experience at middle management level with functions having to do with Credit Management, Accounting, Banking and Finance and Marketing of not less than five years. In addition, candidate must show evidence of professional membership in the same grade or "associate grade" obtained from relevant recognized professional body.
- **Associate (AICA):** Candidate must have completed the Institute's final professional examinations. However, a candidate with good honors degree or its equivalent in Accounting and Banking Finance and Marketing with relevant work experience in credit management of not less than three years, may be considered.

Submission of Curriculum Vitae

The membership process begins with the submission of a current and comprehensive curriculum vitae (CV) by the prospective applicant.

Membership Screening

Upon receipt, the CV is forwarded to the Membership Screening Committee of the Institute, which appraises the applicant's qualifications, experience, and professional background with a view to determining the most appropriate category of membership.

Notification and Payment of Fees
Following the Committee's assessment, the applicant is formally notified of the approved membership category. An invoice is attached to the notification letter, incorporating the various fees approved by the Institute's Governing Council excluding membership certificate delivery fees and mandatory development levy, payable by the applicant.

i. Fellow (FICA) N150, 000 dollar equivalence $110
ii. Member (MICA) N67, 000 dollar equivalence $50
iii. Associate (AICA) N47,500 dollar equivalence $35

Membership Induction
Once the prescribed fees are paid, the applicant is selected for induction into the Institute. Induction takes place within the same month of payment and is conducted virtually. The induction is presided over by the President of the Institute and Chairman of the Institute's Governing Council, supported by other Governing Council members with the Institute's Registrar/CEO facilitating the process.

Post-Induction Six Months Mandatory Academic Improvement Programme (MCMAIP)
After induction, newly admitted members immediately commence a six-month Mandatory Credit Management Academic Improvement Programme (MCMAIP). The programme is designed to equip members with the knowledge and skills required for effective credit business transactions and administration across all sectors of the economy, including government and international credit activities.
Participation in this programme is compulsory. Its completion validates and authenticates the direct-entry membership granted to the individual. Upon completion, an exit certificate is awarded by the conductor of the programme - Postgraduate School of Credit and Financial Management (PSCFM).

Professional Certification Programme
Members subsequently proceed to the Institute's Professional Certification Programme, culminating in the award of Certified Chartered Credit Administrator (CCCA). This is the final professional certification of the Institute and represents the bedrock of professional competence in credit administration management.
The duration of the CCCA programme is determined by membership category:

- Fellows (FICA): One year
- Members (MICA): Two years
- Associates (AICA): Three years

Further details of the programme are available on the Institute's website www.icanigeria.net.

Annual Subscription

All members are required to pay annual subscriptions as follows:

- Fellows (FICA): N30,000 dollar equivalence $30
- Members (MICA): N20,000 dollar equivalence $20
- Associates (AICA): N10,000 dollar equivalence $10

Professional Development and Engagement

Participation in the Institute's professional development programmes is mandatory for all members. These include the monthly Credit Managers' Roundtable, the Eminent Business Leaders Networking Group (EMBLNG), the annual Nigerian Credit Industry Awards, the Nigeria Credit Economic Forum, which convenes key stakeholders across the credit ecosystem and National Credit Managers Conference, which is NICA's annual event, participation is mandatory once you are a member of the Institute.
Members also benefit from access to the Institute's publications, including the Credit Manager Magazine and CreditEconomyNews.

NICA's Publications

Business owners, entrepreneurs, and top executives who are members of the Institute will find NICA's monthly magazine, The Credit Manager, and its weekly online publication, CreditEconomyNews, to be veritable platforms for promoting products and services, sharing insights, creating meaningful credit business awareness, advocacy for credit economy, credit rating and creditworthiness across Nigeria and Africa.

Committees of the Institute

The Institute operates through about seventeen (17) committees established by the Governing Council to support the delivery of its mandate in line with the NICA Act. Members are encouraged to participate in one or two committees to contribute their expertise and support the Institute's objectives.

Joining NICA Is a Smart Move, Here's Why

Joining NICA is a smart move for professionals seeking growth and recognition in credit economy management. The Institute offers respected professional pathways and certifications, including FICA, MICA, and AICA, as well as specialized credentials such as CCA and CCCA, designed to strengthen competence and career progression across the credit value chain.

Membership provides access to a strong network of industry experts and like-minded credit economy management professionals, continuous

professional development through trainings and workshops, and timely insights into evolving credit economy management practices. It also enhances professional credibility, demonstrating a clear commitment to excellence, ethical standards, and best practices.

As a member, you benefit from NICA's advocacy and policy engagement while becoming part of a professional community actively shaping and advancing Nigeria's credit economy management landscape.

This Institute established by law under the NICA Act No. 26 of 2022, now is the time to take decisive steps toward joining NICA. Membership requirements are expected to become more rigorous, and delaying your decision may result in higher costs and missed opportunities. Act now and secure your place in Nigeria's evolving credit management ecosystem.

Invest in yourself and be part of a thriving credit economy management in Nigeria, Africa and the World.

We look forward to inducting you into the membership of our great institute.

Contact Information
For further enquiries on membership and related matters, please contact:

Lagos Office:
• Telephone: 08023314598, 08034030160, 07089148843
• Email: Registrar@icanigeria.net, membership@icanigeria.net

Abuja Office:
• Telephone: 09035056575, 08095123576, 08056662415,
• Email: Membershipabuja@icanigeria.net

NICA CORPORATE MEMBERSHIP REQUIREMENTS

We are pleased to offer organizations, Corporate Membership of the National Institute of Credit Administration (NICA), chartered… Nigeria's national statutory professional body for credit management.

NICA has successfully become a world class credit institute, sitting comfortably with other renowned institutes for credit management around the world. Being a Corporate Member of NICA will further enhance your employees' capacity building and help to sustain best practices, encourage a robust skills development in today's credit management profession.

In line with Act No. 26 of 2022 which mandates NICA Chartered to regulate all employers of labour engaged in credit management, credit administration, credit rating/scoring and selling on credit, the Institute admits corporate organizations as Corporate Members.

Corporate membership is for organizations that grant trade credit, consumer credit, or engage in credit management, credit rating/scoring, including banks credit lending, microfinance banks, fintechs, manufacturing companies, oil & gas companies, Small and Medium Scale Enterprises, Automobile Selling Companies, Informal Sector Operators, FMCGs, construction companies, leasing companies, insurance companies, telecoms, power distribution companies, professional service firms, government MDA's and tertiary institutions.

Categories of Corporate Membership

A. Platinum Corporate Member - For Large Corporates, Banks, Multinationals, Telecoms, Oil & Gas majors with turnover above N10 Billion
B. Gold Corporate Member - For Medium Corporates, Manufacturing companies, Microfinance Banks, Insurance, Leasing companies with turnover N1 Billion - N10 Billion
C. Silver Corporate Member - For SMEs, Professional firms, Consultancies, Schools/training centers, Small credit-granting businesses with turnover below N1 Billion
D. Institutional / MDA Member - For Federal / State Government Ministries, Departments, Agencies, Universities, Polytechnics that teach Credit Management.

National Institute of Credit Administration (NICA) chartered
Old No 1, Mabogunje Road, Oniru Estate, Victoria Island, Lagos.
Mobile: 08034030160, 08127808900 Email: registrar@icanigeria.net, ceo@icanigeria.net
Website: www.icanigeria.net

Corporate membership categories &subscription:
The four categories of corporate membership and applicable subscriptions are stated below**.**

- Platinum: N5,000,000,000 Dollar equivalence $3,600
- Gold: N3,500,000 Dollar equivalence $2500
- Silver: N2,500,000 Dollar equivalence $1800
- Institutional / MDA: N1,500,000 Dollar equivalence $1100

Annual Subscription (Renewable Every Year):
- Platinum: N700,000 Dollar equivalence $500
- Gold: N500,000 Dollar equivalence $360
- Silver: N350,000 Dollar equivalence $250
- Institutional / MDA: N200,000 Dollar equivalence $150

All fees are payable to National Institute of Credit Administration (NICA), Chartered designated bank account**.**

Information to make payment:
Please make payment to any of the below NICA naira and dollar bank account details as applicable

Account Name: National Institute of Credit Administration (Moloney Branch, Lagos)
Account Number: 1012404772
Bank Name: Zenith Bank (Moloney Branch)

Account Name: National Institute of Credit Administration
Account Number: 5070599171 (USD Domiciliation Account)
Bank Name: Zenith Bank (Moloney Branch)

Account Name: National Institute of Credit Administration (Moloney Branch, Lagos)
Account Number: 1012404772
Bank Name: Zenith Bank (Moloney Branch)
National Institute of Credit Administration, United Bank for Africa, Igbosere Branch, Lagos. Account No: 1018224125

Requirements for Corporate Membership
1. Application letter on company/ institutions letterhead
2. Certificate of Incorporation or Operating license

3. Brief company/institutions corporate profile
4. CVs of 2-5 nominated staff who will be primary contacts (CEO, CFO, ED, Credit Manager, Head of Finance, Credit Risk Manager)
5. Evidence of existence of credit policy / sales on credit (if available/applicable)
6. Company must have at least 5 staff who are or will become individual members of NICA within 6 months of corporate admission - Mandatory compliance with Act No. 26 of 2022.

Corporate Membership Benefits

A. Statutory Compliance & Rating Benefits:

1. Certificate of Corporate Membership and Corporate Membership Plaque - Evidence of compliance with Act No. 26 of 2022
2. Boosts corporate rating and sovereign rating contribution - recognized by credit rating agencies as credit-disciplined organization
3. Protection from quacks - Legal backing to prosecute staff or vendors who breach credit policy

B. Capacity Building & Staff Development:

4. 30% discount for all nominated staff for NICA Professional Certification (CCCA) and Postgraduate School of Credit and Financial Management (PSCFM) programmes
5. Free in-house credit policy clinic - NICA Fellows will review your organization's Credit Policy Manual (One-time, within first year if applicable)
6. Free attendance of the NICA Virtual Monthly Credit Managers and stakeholders Roundtable
7. Access to Annual National Credit Managers Conference, Nigeria Credit Industry Awards and Nigeria Credit Economic Forum

C. Business Growth & Visibility:

8. One time feature of organization corporate logo and profile publication in Credit Manager Monthly Magazine and CreditEconomyNews
9. Opportunity to advertise / promote products on NICA platforms to over 250,000 credit professionals subject to applicable fees.
10. Networking through Eminent Business Leaders Networking Group (EMBLNG) - direct B2B linkages
11. Preference to host / co-host NICA sectoral Credit Roundtable (Banking, Manufacturing, FMCG, etc.)

12. Eligibility for Nigeria Credit Industry Awards - Corporate Category

D. Recruitment & Talent:

13. Access to NICA Job Portal - First choice for recruitment of Certified Chartered Credit Administrators (CCCA)

Procedure for Institutions/Organizations Joining NICA Corporate Membership

Step 1: Submit application and documents to ceo@icanigeria.net
Cc registrar@icanigeria.net

Step 2: Due diligence virtual meeting by NICA Corporate Services Team within 10 working days

Step 3: Approval by Membership Screening Committee and Governing Council

Step 4: Issuance of invoice for registration and annual subscription

Step 5: Upon payment, issuance of Corporate Membership Certificate and Plaque, and induction of organization at next Induction Ceremony

Step 6: Onboarding of nominated staff into NICA individual membership within 6 months

Obligations of Corporate Members

1. Ensure all staff engaged in credit functions are or become NICA members
2. Submit annual credit policy compliance return (simple one-page form)
3. Renew annual subscription as at January each year
4. Abide by NICA Code of Ethics and Professional Standards
5. Display Corporate Membership Plaque at reception

We look forward to admitting your organization/institution as Corporate Member of our great institute for credit management profession.

Yours faithfully,

For: National Institute of Credit Administration

Prof. Chris Onalo, FICA, ICCF, B.Sc., M.A, PhD (credit management)

Registrar/Chief Executive Officer

Mobile: +2348034030160

Email: ceo@icanigeria.net, registrar@icanigeria.net