**CHARTERED INSURANCE INSTITUTE OF NIGERIA**

**2017 INDUCTION**

**SCREENING REQUIREMENTS**

* The 2017 Induction Ceremony is scheduled to hold on Wednesday, 13th December, 2017 at 10 Degrees Event Centre, Billingsway, Ikeja, Lagos.

**Preamble**

The 2017 Induction process is of two (2) phases,

1. Pre-screening
2. Screening exercise

**Pre Screening (Monday, 23rd October to Friday, 17th November 2017)**

Applicants are to update membership records online and upload the following documents,

1. Academic Certificates
2. Certificate and Diploma Certificates
3. Letter of Completion issued by the examinations directorate

Click <http://bit.ly/2ypD1oY> to download the update guideline.

**Screening Exercise (Monday, 20th November to Saturday, 2nd December, 2017)**

Applicant for Induction as an Associate of the Institute is expected to submit the following.

1. Completed Screening Form [**http://bit.ly/2zcqDYu**](http://bit.ly/2zcqDYu)
2. Photocopies of the final stage Examination Result
3. Evidence of having been in the Insurance Industry or engaged in Insurance Business in the last five years (January 2013- 2017).
4. Letter of attestation to good character issued by the employer of the Applicant.
5. Two (2) recent passport photographs.
6. Receipt for the Payment of 2018 Associate Subscription (N15,000)
7. Receipt for the payment of Induction fees (N120,000)