



## INDUCTION SCREENING REQUIREMENTS

### Preamble

The Induction process is of two (2) phases,

- i. Pre-screening
- ii. Screening exercise

### Pre Screening (Monday, 12<sup>th</sup> July to Friday, 16<sup>th</sup> July 2021)

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

- i. Academic Certificates
- ii. Certificate and Diploma Certificates
- iii. Letter of Completion issued by the examinations directorate
- iv. Copies of the final stage Examination Result

### Screening Exercise (Monday, 19<sup>th</sup> July to Friday, 30<sup>th</sup> July, 2021)

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

- i. Completed Screening Form
- ii. Evidence of having been in the Insurance Industry or engaged in Insurance Business in the last five years (January 2017- 2021).
- iii. Letter of attestation to good character issued by the employer of the Applicant.
- iv. Two (2) recent passport photographs.
- v. Receipt for the payment of 2022 Associate Subscription (₦ 15,000)
- vi. Receipt for the payment of Induction fees (₦ 120,000)
- vii. Receipt for the balance payment of Building levy as an Associate (₦ 40,000) having paid ₦10, 000 as a member.
- viii. Receipt for the payment of Development levy (₦ 5,000)