**CHARTERED INSURANCE INSTITUTE OF NIGERIA**

**INDUCTION SCREENING REQUIREMENTS**

**Preamble**

The Induction process is of two (2) phases,

1. Pre-screening
2. Screening exercise

**Pre Screening (Thursday, 11th November 2021)**

Applicants are to update membership records online via members’ portal (New) and upload the following documents,

1. Academic Certificates
2. Certificate and Diploma Certificates
3. Letter of Completion issued by the examinations directorate
4. Copies of the final stage Examination Result

**Screening Exercise (Friday, 12th November to Friday, 26th November 2021)**

Applicants for Induction as Associates are expected to submit the following.

1. Completed Screening Form
2. Evidence of having been in the Insurance Industry or engaged in Insurance Business in the last five years (January 2016- 2020).
3. Letter of attestation to good character issued by the employer of the Applicant.
4. Two (2) recent passport photographs.

Upon been cleared for induction, applicants are to submit along with the above

1. Receipt for the payment of 2021 Associate Subscription (N 15,000)
2. Receipt for the payment of Induction fees (N 120,000)
3. Receipt for the balance payment of Building levy as an Associate (N 40,000) having paid N10, 000 as a member.
4. Receipt for the payment of Development levy (N 5,000)