

CHARTERED INSURANCE INSTITUTE OF NIGERIA

INDUCTION SCREENING REQUIREMENTS



Preamble

The Induction process is of two (2) phases,

- i. Pre-screening
- ii. Screening exercise

Pre-Screening (Monday, October 31 2022 to Friday, November 4, 2022)

Applicants are to update membership records online via members' portal (www.ciinportal.org) 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

Process for Updating Membership Records

- i. Login to "www.ciinportal.org".
- ii. Username: The serial number of Membership Number without the 4/. For example, if a member's membership number is 4/20020, the member's username is 20020.
- iii. Password: Your surname in capital letters all through (for the members who are logging in to the portal for the first time or those who are yet to change their default Password) or your chosen password (for those who had changed their password).

Note: You are encouraged to change your password once you logged-in to a password you can easily recollect if you have not changed your default password.

- iv. Upload your passport photograph.
- v. Fill in your Personal Information.
- vi. Upload Professional Qualifications if available.
- vii. Upload Academic Qualifications (compulsory)

- viii. Enter Employer Information.
- ix. Enter Work Experience.
- x. Enter Next of Kin Details.
- xi. Enter Referee Information.
- xii. Accept Declaration.

Screening Exercise (Monday, November 7 to Friday, November 19, 2022)

Applicants for Induction as Associates are 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. Offer of Employment
- iv. Letter of attestation to good character issued by the employer of the Applicant.
- v. Two (2) recent passport photographs.

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

- i. Receipt for the payment of 2023 Associate Subscription (~~₦~~20,000.00).
- ii. Receipt for the payment of Induction fees (~~₦~~150,000.00).
- iii. Receipt for the balance payment of Building levy as an Associate (~~₦~~40,000.00) having paid ~~₦~~10,000.00 as a student member.
- iv. Receipt for the payment of 2023 Development levy (~~₦~~5,000.00).