



## CHARTERED INSURANCE INSTITUTE OF NIGERIA

### WELCOME PACKAGE

Welcome to the prestigious Chartered Insurance Institute of Nigeria (CIIN)!

We are delighted by your interest in becoming a member of the Chartered Insurance Institute of Nigeria (hereafter referred to as the Institute) established by Act 22 of 1993. The Institute is saddled with the responsibility of determining the standards of knowledge and skills to be attained by persons seeking to become registered members of the insurance profession in Nigeria and reviewing those standards as required.

Let us support you on your path to professionalism by providing answers to some frequently asked questions.

#### A. How Do I Become a Member of the Institute?

To become a member of the Institute, you are required to register online at [www.ciinigeria.org](http://www.ciinigeria.org) and follow the steps stated below:

1. Login to our website [www.ciinigeria.org](http://www.ciinigeria.org)
2. Click on Member's portal which navigates you to [www.ciinportal.org](http://www.ciinportal.org)
3. Click on Don't have an account? Join!
4. Create an account by entering your email address and setting a password.
5. Click Register and follow the on-screen instructions.
6. Proceed to make your payment. The membership registration fee is ₦10,000.00.
7. Once your payment is successful, DO NOT CLOSE your device (laptop, computer, phone, etc.). Wait for the payment portal to redirect you back to your dashboard.
8. Upload the following documents:
  - A recent passport photograph.
  - Your personal details.
  - Copies of your academic and professional certificates. (Note: A minimum of five credits, including Mathematics and English, in not more than two sittings is required.)
9. Submit your application.
10. If your application is successful, you will receive an email containing your Permanent Identification Number (PIN).

#### B. How Do I Login as a Member?

Please follow these simple steps to access your CIIN membership portal:

1. Login to [www.ciinportal.org](http://www.ciinportal.org)
2. Username - Your Membership Number without the 4/, 3/, 2/ or 1/ e.g 20020
3. Password- Your Surname in capital letters e.g ADEMIDE. You are encouraged to change the default password to a password you can easily remember.
4. Navigate as prompted.

#### C. What are the Levels of the Examination and the Courses?

The Institute conducts its examinations twice annually, during the **April and October Diets**. There are three (3) levels of the qualifying examination designed to ensure comprehensive professional competence

(i) **Foundation:** You are required to pass the four (4) compulsory and one (1) elective

S/N	Course Code	Course Name	Course Status
1	F01	Insurance, Legal and Regulatory	Compulsory
2	F02	General Insurance Business	Compulsory
3	F03	Life Assurance, Annuity and Pensions Administration	Compulsory
4	F04	Business Communications and Information Technology	Compulsory
5	F05	Insurance Underwriting Process	Elective
6	F06	Motor Insurance Products	Elective
7	F07	Household Insurance Products	Elective
8	F08	Healthcare Insurance Products	Elective
9.	F10	Insurance Broking – I	Elective

(ii) **Intermediate:** You are required to pass the three (3) compulsory and three (3) elective courses

S/N	Course Code	Course Name	Course Status
1	I01	Insurance Law	Compulsory
2	I02	Commercial Insurance & Business Interruption Insurances	Compulsory
3	I03	Insurance Business and Finance	Compulsory
4	I04	Business and Economics	Elective
5	I05	Business Statistics & Operations Research	Elective
6	I06	Operational Management	Elective
7	I07	Marine & Aviation Insurance	Elective
8	I08	Aviation & Space Insurance	Elective
9	I09	Insurance Practice & Regulation	Elective
10.	I10	Insurance Broking – II	Elective

(iii) **Associateship**

S/N	Course Code	Course Name	Course Status
1	A01	Risk, Regulation and Capital Adequacy	Compulsory

2	A02	Reinsurance: Principles and Application	Compulsory
3	A03	Finance and Accounting	Compulsory
4	A04	Principles of Property and Pecuniary Insurance	Elective
5	A05	Life Assurance	Elective
6	A06	Motor Insurance	Elective
7	A07	Liability Insurance	Elective
8	A08	Risk Management	Elective
9	A09	Marketing	Elective
10.	A10	Insurance Broking – III	Elective

#### D. How Do I Register for the Institute's Examination?

To register for the examination, please follow the steps below:

1. Login to [www.ciinportal.org](http://www.ciinportal.org)
2. Login with the serial number of your PIN without the 4/, 3/, 2/ or 1/ as username and your preferred password.
3. Click on Examination > Registration > Select your preferred courses and examination centre
4. Click on submit
5. Narration of the selected course and amounts will appear, click PAY ONLINE
6. Select your preferred payment option:
  - i- Pay with Card
  - ii- Pay with USSD
  - iii- Pay with Bank Transfer
7. Examination Fees:

Description	Foundation	Intermediate	Associateship
Subject Fee	₦10,000.00 per course	₦15,000.00 per course	₦20,000.00 per course
Non-refundable Fee	₦20,000.00 per diet	₦20,000.00 per diet	₦20,000.00 per diet
Library Fee	₦10,000.00 per annum	₦10,000.00 per annum	₦10,000.00 per annum
Annual Subscription	₦7,500.00 per annum	₦7,500.00 per annum	₦7,500.00 per annum
Chief Examiners Report	₦2,500 per diet	₦2,500 per diet	₦2,500 per diet
Course Book	₦4,000.00 - Soft copy(F01-F04) ₦10,000.00 - Hard Copy (F05 – F10)	₦4,000.00 - Soft Copy (I01 & I09) ₦10,000.00 Hard Copy (I02, I03, I04, I05, I06, I07, I08, I10)	₦4,000.00 Soft Copy

#### 7.1 Other Charges

- Late Entry Fee ₦20,000.00
- Change of Examination Centre Fee ₦20,000.00
- Change of Course Fee ₦10,000.00

#### E. Am I Entitled to Exemption(s), If Yes, How Do I Apply for Exemption?

1. Exemptions are granted based on a student's qualifications. To determine your eligibility, visit the Institute's website at [www.ciinigeria.org](http://www.ciinigeria.org) and review the exemption guidelines. If you meet the criteria for an exemption, follow these steps to apply:
2. Login to [www.ciinportal.org](http://www.ciinportal.org)
3. Click on Exemption
4. Click View
5. Upload certified certificates as specified in the guidelines.
  - Please note that the certificates not statement of results are acceptable and must be sighted and authenticated by the Chapter Chairman in your locality or a Fellow of the Institute in your Chapter or at the Secretariat (27 Lagos Street, Ebute Metta, Lagos State).
6. Click on Submit Exemption Request.
7. Feedback from the Secretariat is usually within five working days of application.
8. If your application is successful, please make payment because it expires within six months of approval.
9. Exemption fees are the same as course fee

Description	Foundation	Intermediate	Associateship
Exemption Fee	₦10,000.00 per course	₦15,000.00 per course	₦20,000.00 per course

10. Go to the exemption page and click accept. As you accept the courses you earned exemption from, the payment made is utilised automatically.

#### F. Can I Access Past Questions and Answers?

Yes. Past questions and answers known as Examiner's Report on the website are readily available for use. To access the Report, please follow these steps:

- Log in to [www.ciinigeria.org](http://www.ciinigeria.org);
- Click on Publication;
- Click on Chief Examiners' Report;
- Select and download the diet(s) of your choice.

Welcome to a journey of a rewarding career in the insurance profession!

Thank you.

  
**O. C. Olatunji**  
 Head, Examinations Department