



GUIDELINES TO APPLY FOR BICA MEMBERSHIP

APPLICATION FOR BICA MEMBERSHIP

There are three categories of membership i.e. Accounting Technician, Associate and Fellow.

1. ACCOUNTING TECHNICIANS

- To be admitted under this category a person should hold B Com, BA Accounting, HND (BIAC Only), Part 2 CIMA (Managerial Stage), and Part 2 ACCA (Fundamentals stage (Knowledge and Skills), MAAT or Masters in Accounting and the person should have two years practical experience which can be acquired during and after school.
- A person who is CIMA graduate, ACCA Affiliate, member of CIS, CA graduate, CPA graduate and should have three years practical experience qualifies to apply for this category.

** When applying for membership they also need to fill the experience checklist form.

2. ASSOCIATE (ACPA)

Any person who has acquired qualifications such as CA, ACPA, ICWA, member of ACCA, CIMA and have three years practical experience.

3. FELLOW (FCPA)

A member who has been an Associate member of the Institute Continuously for a period of five years or such other institute or

professional body of accountants as the Institute may recognize, shall become a fellow on the first day of January in the following year. A person who is a member of another recognized professional institute will also be admitted under this category.

The following documents are required to apply for BICA Membership:

1. Certified Copy of Passport /ID
2. Certified Copies of Certificates evidencing I) Examination Passed ii) University Degree iii) Professional Qualification
3. Two reference letters from BICA members
4. Employment Certificate
5. Evidence of Membership of Professional Accountancy Body:
 - i) Membership Certificate
 - ii) Proof of Continuing Membership in good standing
6. Proof of Payment.
7. Work experience Check list (for Accounting Technicians)
8. Police clearance certificate