



PROCEDURE TO COMPLETE ONLINE APPLICATION FORM BY PROSPECTIVE INDUCTEES

STEP 1: PAYMENT FOR APPLICATION FORM

- ✓ Go to www.anan.org.ng
- ✓ Click on induction form
- ✓ Click on Induction payment (N20,000)
- ✓ Provide your NCA Registration Number, Name, Email Address, Phone Number and Branch (Domicile)
- ✓ Click on "Proceed To Payment"
- ✓ After successfully payment, Print receipt.

STEP 2: TO FILL THE APPLICATION FORM AND UPLOAD YOUR CREDENTIALS

- ✓ Proceed to www.anan.org.ng
- ✓ Click on Induction Form
- ✓ Click again on Induction Form
- ✓ Login using your NCA Registration Number as the Application Form Number and the registered Phone Number as password
- ✓ Complete the application form and upload your credentials

Documents to upload (using pdf format)

1. Attestation Letter (from your organisation)
2. Last promotion Letter
3. Employment/Appointment Letter
4. Workshop Certificate
5. Birth Certificate
6. NYSC
7. NCA Statement of Result
8. Passport Photo (jpeg format with white background)
9. BSc/HND Certificate
10. Other Additional Credential (If any)

- Click on Submit Button after uploading
- Print the form.
- Attach copy of your credentials to the application for and come with them to the venue.

STEP 3: INDUCTION FEE PAYMENT

- Go to www.anan.org.ng
- Click on Payment
- Click on "Not A Member"
- Fill your details (Name, Phone Number and Email Address)
- Click on Submit Button
- Click on Induction Fee
- Input the amount (N296,400)
- Click on Proceed To Pay
- Click on payment
- Click on Pay With Card/any other option
- Enter your card details
- After successful payment, Print receipt
- Or
- Go to any bank branch to make payment using Pay-Direct Platform