



## **CHARTERED INSTITUTE OF CERTIFIED SECRETARIES & REPORTERS**

Circular No CICSR/309E

National Secretariat: No. 6, Alhaji Oluwakemi Street  
(formerly 6, Ladipo Adeyemi Street), Anthony Village,  
Lagos State P.M.B. 038, Shomolu, Lagos-Nigeria,  
Phone: 08034072979, 08037849729, 08056043852

Membership Code:

Membership Grade:

Dear,

### **PROFESSIONAL EXAMINATIONS**

We are grateful to God that you are one of those who chose this noble profession. We are working to ensure that your interests are taken care of and that you will surely have full benefit and prestige of a registered member of Chartered Institute of Certified Secretaries & Reporters (CICSR). We have achieved legal approval in our Chartered Act No. 16 of 2015 section 35 to make sure that our members are no longer stagnated salary-wise on GL 14 but they can attain GL 17 in the service. Your obligation is to sit for the modules and Professional Examinations as applicable to your grade in order to improve yourself and benefit from the provision of our Act.

We appreciate your membership of the Institute and will encourage you to strive to upgrade your membership status. As an Affiliate or Graduate member of the Institute, the only way you can upgrade your membership is by passing the appropriate examination of the Institute. We have been informed that some members of the Institute who qualified through the Institute's examination in the recent past, were promoted in their offices. This is encouraging and we wish you too can benefit if you start now.

The Institute will continue to abide by the advice of the relevant Government Agency to discontinue direct membership upgrading for Affiliate and Graduate members without adding value to their professional competence through examinations. It is against this background, that we consider it necessary to remind you to endeavour to take the Institute's examination; Take note that members MUST sit and pass modules I, II and III before upgrading to Graduate while Graduate members MUST sit and pass Professional Examinations I & II before upgrading to Associate membership grade where they will be entitled to use the designated letters "ACSR" after their names.

The Institute's examinations hold twice a year in April and September. For the April series, we advise that you fill the entry form and return same with appropriate examination fee to the National Secretariat before the closing date in the last week of March while the closing date of entry for September series is second week of August every year. You are to pay the examination fee online UBA Account No. 1002358403 in favour of the Institute and attach the deposit slip to the entry form before returning same to the National Secretariat.

Tutorial lectures and Weekend Revision Programme will be provided by the Institute's training arm – African School of Management Technology (ASMT). Registration fee is N2,000 only and payable to First Bank 2017576824 in favour of ASMT. The admission form for ASMT Tutorial should be completed and returned to us.

We hope you will use this medium to upgrade your membership status by qualifying through the Institute's examination and enjoy other benefits attached thereto.

Yours truly,

Exams/Education Officer  
for: Registrar/CEO