



THE INSTITUTE OF CHARTERED SECRETARIES & ADMINISTRATORS OF NIGERIA

(Established by Act No. 19 of 1991)

20th May, 2011.

Dear Esteemed Member,

CONSTRUCTION OF ICSAN NATIONAL SECRETARIAT

The Institute has over the years been contemplating a befitting office complex that will serve as the National Secretariat. Efforts have also been made to get financiers and real Estate Property Developers to erect a structure that all Chartered Secretaries would be proud of. Unfortunately, this has not yielded the desired result. However, the Council of the Institute did not rest on its oars as it was decided that the proposed building project should be pursued.

Consequently, a design has been conceived and the proposed office complex was to be developed at an estimated cost of N4.2 billion Naira. This monumental edifice will be a lasting legacy which will be bequeathed to the coming generations of Chartered Secretaries and Administrators and the society at large.

While efforts are continuing towards the realization of the aforementioned, the Council, after many deliberations, considered it fit and proper that every member should be involved in this historic and memorable project. In order for the building project to take off, the Council at its meeting of Friday, 21st January, 2011 approved that members should contribute funds into an established "Development Fund" Scheme. Members were levied as follows:

Fellows N50,000

Associates N30,000

Graduates N20,000

Students N 5,000

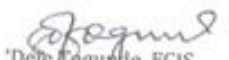
Please note that this is a one-off payment and members could volunteer higher amounts towards the realization of the project. These amounts therefore are the minimum. You may also wish to pay by installments. Members could also finance specific aspects of the project like the halls, Library, etc which would be named after such members.

We trust that you will graciously contribute towards the development of your professional body even as we look forward to your positive response soon. Payments could be made through the Institute's portal (www.icsan.org) or into First Bank of Nigeria Plc -A/C No. 2092010013222

Should you need further clarifications, please do not hesitate to contact the undersigned.

Thank you for your support towards the growth and development of the Institute.

Yours faithfully,


Dede Adegunde, FCIS

MEMBER, ASSOCIATION OF PROFESSIONAL BODIES OF NIGERIA (APBN)

ELEPHANT CEMENT WAY, ALAUSA, IKEJA, P. O. BOX 9036, MARINA, LAGOS. OR P.O. BOX 15702, IKEJA, LAGOS.
TEL: (01) 7940632, 7358181, 7358182 Website: www.icsan.org. Email: info@icsan.org, education@icsan.org