

Application for membership of the Institute of Directors Nigeria



Passport
photo

The following guidelines will assist you in completing your membership application form.

Criteria for membership

Associate

To become an **Associate** you must be over 21 and be:

- a partner in a professional practice, or
- a sole proprietor of an unincorporated business, or
- a senior executive of a national company reporting directly to a board member
- a senior executive in an educational or health authority or other public body of similar standing
- a company director awaiting upgrading to member grade

In exceptional cases where you do not satisfy the above criteria, but are nonetheless able to demonstrate that you have equivalent senior level of responsibility and that you support the IoD's aims and objectives, you may be eligible.

Member

To become a **Member** you must be over 21 years, and be a "director" of an "entity" which is a solvent going concern of "substance", as broadly defined below and have been:

- A director for a minimum of three (3) years and be in business for a minimum of seven (7) years
- or
- A director for a minimum of one (1) year, having been in business for a minimum of five (5) years and must have attended the IoD "Company Direction Course".

Or
-Candidates from the public service would have to hold a rank responsibility not below Assistant Director or equivalent and not less than fifteen years of service and have attended the Company Direction Course.

For the purposes of IoD membership, the following definitions apply:

"**Entity**" is a registered company, corporation, business unit, institute, trust, local government, business association, charity, professional partnership or similar organisation, whose business affairs and strategies require direction.

"**Substance**" normally requires a minimum annual business turnover or budget of ₦50 million.

A "**Director**" must be a member of the body which is responsible for and accountable for the strategic business direction and corporate governance of the "entity" and which makes the decisions that determine its prosperity and integrity.

Cost of membership

Election fees

Payable only once, on application, together with the first year's membership fee

- Development levy: ₦ 115,000
- Directors' collection ₦ 15,000
- Induction course fee ₦ 15,000
- Capitation fee ₦ 10,000

₦ 155,000

Annual membership fees payable as follows:

- members and associates
Annual subscription: ₦ 25,000
Total = ₦ 180,000

The annual membership fee covers one year from the first day of the month of election.

The membership and election fees stated on this application form are valid until 31st December 2006.

IoD Nigeria Code of Ethics

- Ethical and moral standards for directors will never be compromised
- Realisation that the success of companies depends on the performance and competence of directors, their integrity, fairness and vision as well as ability to balance the interest of all stakeholders in the society
- Commitment to integrity and Enterprise devoid of corrupt practices or abuse of economic power

IoD Nigeria Objectives

- The Institute of Directors Nigeria, the prime organisation in Nigeria, is involved in promoting professionalism through continuous education, information sharing, networking of opportunities and positive contribution to the socio-economic growth of Nigeria.
- It attracts eligible directors to join the Institute, thereby enhancing professional standards, promoting competence and celebrating excellence at individual and corporate levels
- It presents a formidable front in affairs of the national economy and promotes an enabling environment for businesses to thrive
- As the most populous African country, and bearing in mind that the IoD UK has no immediate plans to increase the IoD branches in Africa beyond the present five (Nigeria, South Africa, Namibia, Ghana, Zimbabwe), IoD Nigeria has the task of improving the integrity and good image of business leaders in the rest of Africa and worldwide.

Note: Please complete your membership application form as fully as possible. This will assist smooth processing of your application and will enable the IoD to inform you of relevant services.

Application for membership of the Institute of Directors Nigeria

My Application

I hereby apply for membership of the Institute of Directors in Nigeria and agree to be bound by the Memorandum and Articles of Association and Bye-laws. I subscribe to the IoD's mission, Objectives, Motto and Code of Ethics as reflected on the reverse side of this form. I confirm that I do not have any unspent criminal conviction, that I am not an undischarged bankrupt and that I am not disqualified by court order from being a director. I undertake to conduct myself, both publicly and within the premises of the IoD, in a manner which would be expected of a member of a reputable professional institute.

Personal details

Title (MR/MRS/MS/CHIEF/DR/OTHER) _____

Surname _____

First names(s) _____

Date of birth _____ Nationality _____

Signature _____ Date _____

Home address _____

Tel _____ Fax _____

e-mail _____

Business details

Name of Company (in full) _____

Address _____

Tel _____ Fax _____

Preferred correspondence address: Home
Business

Main activity of business _____

Annual turnover:

- Up to 50 million
- 50 million - 100 million
- 100 million - 500 million
- 500 million - 1 billion
- 1 billion - 50 billion
- Over 50 billion naira

Number of Directors / Partners _____

Number of employees _____

Company registration number _____

Personal business details

- company executive
- divisional director
- partner
- registered company director/CEO
- senior forces or civil service officer
- senior partner
- proprietor
- sole trader
- trustee
- other

Your full job title _____

Reporting to _____

Number of year's business experience _____

Number of years as company director:

With present company _____

With previous company(ies) _____

Name(s) of previous company(ies) _____

Position in previous company(ies) _____

Have you attended IoD Nig *Company Direction Course*?
Yes / No

If yes, date attended / venue _____

Sponsorship (to be completed by two (2) IoD financial member of not less than 3 years membership)

I, _____, with membership number _____ being a member of the IoD, in good standing, for _____ years have pleasure in nominating the above candidate for membership.

Signature _____

Date _____

Following election as a member or associate, no part of either the election or annual membership fee is refundable under any circumstances. Information about members is kept strictly confidential.

Application checklist

Have you enclosed the following?

- your curriculum vitae?*
- one-page company profile?*
- copy of Form CO7*
- Certificate of incorporation?*
- Cheque to cover payment due? Please make cheques payable to Institute of Directors Nigeria*
- Total payment due for first year = ₦ 180,000*

OFFICIAL USE

- Payment received with application on _____
- Approved by Membership Committee on _____
- Ratified at Council Meeting on _____
- Allocated New Member Number _____
- Entered in Database _____