



# **NIGERIAN INSTITUTE OF ANIMAL SCIENCE**



## **GUIDELINES FOR MEMBERSHIP SEAL APPLICATION**

**NIAS/RA/MS-2023**

### **A) GENERAL**

- I. These guidelines are for the interest of registered members of the Institute who seek to apply for the Seal of the profession.
- II. Members should inform the Institute of any change of address to enable the Institute know where to send the seal.
- III. There is only one category of seal for members and that is the RAS seal.
- IV. Membership seal expires 31<sup>st</sup> December every year.
- V. Mandatory Continuing Professional Examination (MCPE) training is compulsory for all Registered Members and it is a prerequisite for obtaining the Annual Practicing License (APL) and Membership Seal for the following year.
- VI. Deadline for payment for 2023 Annual practicing license for eligible members has been extended to 31<sup>st</sup> January, 2023.
- VII. Henceforth, APL payment not made for the appropriate year will attract a penalty fee of Twenty Thousand Naira (N20,000.00) only, excluding the statutory Five Thousand naira (N5,000) for APL.

- VIII. Henceforth, any default in subscribing for Annual Practicing License will attract Twenty Thousand Naira (N20,000.00) only.
- IX. Payment for membership Seal should be made at least a month before it is needed, to give the Institute time for processing.
- X. These guidelines will be subjected to review as the need arises.

## **B) APPLICATION FOR MEMBERSHIP SEAL**

Eligible members shall obtain form by downloading the application form from NIAS website on ([www.nias.gov.ng](http://www.nias.gov.ng)) → click on Application for Membership Seal → Membership Seal Form) or obtain forms from NIAS Zonal office in your zone. Fill appropriately and attach all the listed documents to the form and sent to our email [regaffair.nias@gmail.com](mailto:regaffair.nias@gmail.com), with the subject "**APPLICATION FOR 20\_\_ (YEAR) MEMBERSHIP SEAL**"

The application shall be deemed duly completed and submitted upon payment of the prescribed fee.

## **C) DOCUMENTATION**

The following documents shall be submitted along with the duly completed application form:

1. Evidence of payment of Membership Seal application fee
2. Evidence of payment for Annual Practicing License (APL)
3. Evidence of participation in MCPE

## **D) CATEGORIES OF SUBSCRIPTION**

1. 1 Page (8 seals) at N2,500
2. 2 Pages (16 seals) at N5,000
3. 6 pages (48 seals) at N15,000
4. 10 pages (80 seals) at N25,000

## **E) TARIFF**

1. All payments to the Institute shall be made to:

**Account Name: Nigerian Institute of Animal Science (TSA)**

**Account Number:**

**Bank: Any Commercial Bank**

*Or via the remita platform ([www.remita.net](http://www.remita.net))*

Please note:

- Kindly note that you are to indicate on the description box during the process of payment the year for which the membership seal is being paid.
- Applicants who want their Membership seal sent urgently will pay an additional fee for courier services.
- All payments are subject to review.

## **F) DISPATCH**

All processed Membership seals shall be sent to the NIAS Zonal offices closest to your location for collection except if there is a special instruction for seal to be sent urgently, in which case the applicant will bear the cost.