



Association for Consulting Engineering in Nigeria

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E-mail: info@acen.org.ng Website: www.acen.org.ng



ACEN MEMBERSHIP REQUIREMENTS

S/NO	FULL MEMBERSHIP REQUIREMENTS
1	Majority of the firm's Directors or Partners shall be individual Consulting Engineers who are registered by COREN to practice Engineering in Nigeria and hold at least 55% shares.
2	(a) At least one of its Directors or Partners shall have individual experience of not less than ten years in the practice of Consulting Engineering after obtaining his first degree and shall have been registered by COREN. ((b) Such Director/Partner shall demonstrate experience of seniority attained and level of responsibility in leading project teams in previous engineering consultancy organisations in the last five years by submitting a reference letter of 'Statement of Consultancy Experience' signed by the head of a registered ACEN Firm.
3	The Firm should have been in practice for at least three years
4	The Firm shall provide and demonstrate that it has adequate competence and capability to practice consulting engineering in Nigeria through: <ul style="list-style-type: none">• Properly established, equipped and functional office• Recruitment and retention of competent engineering and support staff• Effective organizational structure
6	The Firm shall undertake to abide by the Articles & Memorandum of Association, Code of Practice for ACEN members and any other regulations and practice of ACEN
7	The Firm shall be registered by Corporate Affairs Commission with a Certificate of Registration and must indicate that they are a consulting engineering firm in their Memorandum of Association when applying to Corporate Affairs Commission (CAC).
8	DOCUMENTS FOR SUBMISSION (HARD AND SOFT COPIES) MUST INCLUDE: <ol style="list-style-type: none">1. Completed ACEN Application form2. Evidence of payment of a sum of NGN 120,000 being the application processing fees

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| <ol style="list-style-type: none"> 3. Copy of Corporate Affairs Commission (CAC) Certificate of Incorporation 4. Certified true copy of Memorandum and Articles of Association 5. Certified true copy of CAC Form CO2 and CO7. 6. Brochure of the Firm 7. CVs of the Principal, Partners/Directors 8. Copy of COREN and NSE Registration Certificates of the Principal, Partners/Directors 9. Academic qualifications of the Principal, Partners/Directors 10. List of ACEN/COREN training courses attended in the last TWO years. (Please attach copies of Certificate of attendance) 11. Copy of current Tax Clearance Certificate 12. Copy of VAT Registration Certificate 13. List of specialty software owned/available to the Firm 14. List of current Codes of Practice, Design Standards and Specifications owned 15. Name of Contract Format used by Firm (ICE, NEC, FIDIC, JCT, etc.) 16. Copy of Professional Indemnity Insurance 17. Specific Engineering feat by the Firm 18. Details of contribution(s) to the community (if any) 19. Applicants are to submit two (2) designs carried out by their principals either in their firms or in previous firms within the last 3 years for verification. 20. Letter of reference signed by the head of a registered ACEN Firm. 21. Letters of Award of contracts. 22. Letters of completion of contracts. |
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3.0 PROCEDURE

Applicants are required to follow the steps below when submitting their membership applications:

- Ensure that all required application documents are complete and up to date.
- Arrange all documents in the order specified in the Membership Application Requirements.
- Save all documents in a single folder bearing the applicant's full name.
- Upload the folder to Google Drive.
- Generate a shareable link for the uploaded folder.
- Under the manage access settings, grant viewing access to joan@acen.org.ng and ensure that the folder is accessible through the email address provided.
- Copy the generated link and send to joan@acen.org.ng.
- Ensure that all documents are accessible through the submitted link before forwarding the application.
- Incomplete applications or applications submitted without a valid Google Drive link may not be processed.

ACCOUNT DETAILS FOR PAYMENT:

Bank: Guaranty Trust Bank

Account Number: 0010803814

Account Name: Association for Consulting Engineering in Nigeria.

4.0 TIME TABLE FOR REGISTRATION

CYCLE OF ACEN MEMBERSHIP COMMITTEE SITTINGS

No	CYCLE OF APPLICATION CONSIDERATION-
1.	11 Dec - 11 Mar
2.	12 Mar - 12 Jun
3.	13 Jun - 13 Sep
4.	14 Sep - 04 Dec

*The Membership Application Form may be obtained by visiting www.acen.org.ng and accessing the **Membership** section of the website.*