



**Institute of  
REGISTERED ADMINISTRATIVE MANAGERS OF NIGERIA**

(Established Under the Act of Parliament 1Cap 59 of 1990)

**GUIDELINES FOR MEMBERSHIP UPGRADING**

{RC. 653497}

The upgrading phenomenon is applicable only to those members seeking for a rise in membership grades from **Graduates** to **Associate**, and **Associate** to **Full Member**.

The following are the requirements for upgrading:

1. Members applying for the next level of membership must have spent at least Three(3) years of the lower grade to become eligible for consideration for upgrading.
2. Any member applying for upgrading must accumulate at least **15 credit points** within the above stipulated period by attending the Institute's **Mandatory Membership Capacity Building Programme – M.M.C.B.P.** Also presenting an evidence of having published/presented a paper on Administrative Management related topic. *(Details about the Institute's programmes and their accruable credit points, please consult our National Secretariat.)*
3. Intending members for upgrading will pay an upgrading fee of differences between the Development Levies of the new and old membership grades and all outstanding indebtedness to the Institute.
4. Member who has satisfied the upgrading requirements above should fill the membership upgrading form attaching relevant documents, including certificate of attendance in relevant M.M.C.B.P. programmes.
5. Upon arrival, upgraded members will be notify of the Upgrading Date and Venue where he/she will obtain the new membership certificate.
6. The member can now formally use the acronym **A.inst.AM** or **M.inst.AM** on his/her name as applicable.
7. If you don't support your application with necessary documents sent to the National Secretariat, your registration will not be processed.

NOTE: THE UPGRADING OF MEMBER TO FELLOW IS BY RECOMMENDATION BY THE COLLEGE OF FELLOWS TO THE GOVERNING BOARD ON AGREED CRITERIAS AND RATIFIED BY COUNCIL.

Fees can be paid in favour of the Institute to any of the Bank accounts listed below:

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|------------------------------|--------------------|
| 1. Zenith Bank Plc           | A/C No. 1010845490 |
| 2. Intercontinental Bank Plc | A/C No. 0104311768 |
| 3. First Bank of Nigeria Plc | A/C No 2016655513  |