



1.0 WHAT IS CPD?

Continuous Professional Development (CPD) is a continuation of Initial Professional Development (IPD), the learning and development through which aspiring professional accountants first develop professional competence leading to performing a role as a professional accountant.

CPD is learning and development that takes place after IPD, and that develops and maintains professional competence to enable professional accountants continue to perform their roles competently. CPD provides continuing development of the learning outcomes for (a) technical competence, (b) professional skills, and (c) professional values, ethics, and attitudes which were achieved during IPD.

CPD includes learning and development activities that contribute to the development and maintenance of professional competence, such as (a) education (b) training (c) practical experience, (d) mentoring and coaching, (e) networking and sharing of knowledge and experiences, (f) observation, feedback, and reflection, (g) planned self-development and improvement activities, and (h) unstructured gaining of knowledge.

2.0 CPD SCOPE

The following are some examples of learning and development activities that may be undertaken as part of a planned program of CPD activity:

- In-person or virtual courses, conferences, and seminars; e-learning courses;
- On-the-job training;
- Professional boards, technical committees, sector activities, information networks, or communities;
- Design, development, review or delivery of learning and

- development activities;
- Sharing of knowledge within a work team;
- Briefing sessions or discussion groups;
- Writing articles, papers, or books of a technical, professional, or academic nature;
- Research, including reading professional literature, journals, or the internet content, for application in the professional accountant's role;
- Professional re-examination or formal testing;
- Providing professional development support as a mentor or coach; and
- Receiving professional development support from a mentor or coach.

3.0 MANDATORY CPD FOR ALL PROFESSIONAL ACCOUNTANTS

All ICAG members active in the workplace, should file their mandatory CPD credits annually. Recently admitted full members should ensure that they participate the CPD programmes from 1st January after becoming full members.

Full members need not complete mandatory CPD credits if they have retired.

CPD applies to all professional accountants, regardless of sector or size of the organization in which they operate, because:

a. The Code of Ethics for Professional Accountants includes a fundamental principle of professional competence and due care which requires all professional accountants to maintain professional knowledge and skill at the level required to ensure that a client or employer receives competent professional service based on current developments in practice, legislation and techniques, and acts diligently in accordance with applicable

- b. accountability and the maintenance of public trust;
- The technical and professional standards; C.
- Professional public is likely to rely on the designation and professional standing of the professional accountant. Since professional accountants carry a professional designation, lack of competence has the potential of damaging the reputation and standing of the professional accountant, the employer, and the profession as a whole;
- continuously enhance or develop new areas of professional competence; and
- Acquisition of new ideas builds the technical competence of professional accountants to enable them deliver the best of audit work is currently being undertaken. service to their clients and employers.

MEASUREMENT OF CPD 4.0

IES 7 prescribes two measurement approaches:

output-based or input-based.

ICAG has adopted the input-based approach.

ICAG has established specific requirements for the nature, timing and extent of CPD activity that must be undertaken by professional accountants. ICAG requires each professional accountant to complete a minimum of 35 hours of learning or relevant professional development activity in a year out of which a minimum of 21 hours should be verifiable.

accountants in all sectors are subject to public Any learning activity can count as verifiable CPD if the answer is YES to these three questions:

- Was the learning activity relevant to your career? 1.
- 2. Can you explain how you applied the learning in the workplace?
- Can you provide evidence that you undertook the learning activity?

Non-verifiable CPD is general learning not related to a specific outcome, or difficult to provide evidence.

Rapidly changing environments drive the need to Practicing members must obtain an appropriate proportion of CPD in their chosen area of specialism.

> Members holding an ICAG practice licence and audit qualification must ensure they maintain their competence in audit, even if no

The following provides guidance for the weighting:

NO.	PROGRAMME/ACTIVITY	WEIGHTING
1	CPD organised by ICAG	Contact hours but not exceeding 12 hours a year
2	CPD organised by District Society	Contact hours but not exceeding 6 hours a year
3	ICAG Accountants' Conference	Not exceeding 6 hours a year
4	ICAG Annual General Meeting	2 hours
5	ICAG Presidential Luncheon	I hour
6	ICAG Faculty Meetings	Not exceeding 6 hours a year

7	District Society Meetings	Contact hours but not exceeding 6 hours a year
8	Membership of governing boards of corporate entities, technical committees and similar bodies	6 hours
9	In-person, or virtual courses, relevant conferences, workshops and seminars	Not exceeding 6 hours
10	E-learning courses	Not exceeding 6 hours
11	Design, development, review or delivery of learning and development activities	Contact hours but not exceeding 6 hours per year
12	Sharing of knowledge within a work team or briefing sessions or discussion group	Contact hours but not exceeding 6 hours per year
13	Writing articles, papers or books of professional, technical or academic in nature	6 hours per published work
14	Being an examiner of a professional organisation	6 hours per year
15	Providing professional development support as a mentor or coach	Contact hours but not exceeding 3 hours
16	Pursuing post-graduate education from a recognised institution	12 hours

17		Contact hours but not	
		training	exceeding 12 hours per year

The 35 credit hours required must be achieved by participating in at least 3 programmes of the Institute and a blend of more than one category of professional development as listed in the document. A minimum of 6 hours must be mandatory from ICAG-organised CPDs.

1 US THE EQUIVALENT OF 1 HOUR OF LEARNING SO: 1 UNIT = 1 HOUR

5.0 ARE YOU AN ENGAGEMENT PARTNER RESPONSIBLE FOR AUDIT OF FINANCIAL STATEMENTS?

IFAC has issued International Education Standard (IES) 8, Professional Competence for Engagement Partners Responsible for Audits of Financial Statements (Revised). Under the revised IES 8, a professional accountant performing the role of an Engagement Partner is required to develop and maintain professional competence that is demonstrated by the achievement of learning outcomes. Engagement partners should therefore, undertake CPD programmes that develop and maintain their professional competency required for the role.

6.0 CARRYING FORWARD UNITS

Anyone who completes more than 21 verifiable units in any year, can carry forward up to 21 of these additional units to the next CPD year. However, non-verifiable units cannot be carried forward. Please note that one cannot carry forward CPD units in the year one was admitted to membership, since they will commence the CPD the following year.

7.0 WHEN SHOULD I DO CPD?

Do not leave it until the last minute! Plan CPD activity at the start of the year to ensure it is relevant to your development needs. This can be done with one's line manager as part of annual development and appraisal process. CPD should be part of one's annual development plan and does not need to be a separate activity. All members need to submit a CPD declaration by 1st January confirming that they have met the requirements.

8.0 HOW DO WE REVIEW CPD Credits?

Members are required to complete a CPD declaration each year by 30th April. Annual CPD declaration should be made online at any point in the year by logging in to ICAG Members' Portal. Members are required to keep a record of CPD logged for three years in case they are selected for a review (send only the CPD record if selected for CPD review).

Only members on the retired members' register are exempt from undertaking CPD and making a declaration.

range of CPD at www.accaglobal.com/cpd

9.0 DECLARATION PROCESS

Making your CPD declaration is easy:

- 1. Indicate your CPD route
- 2. Indicate if you are involved in audit or historical financial information
- 3. Confirm that you have kept your professional ethics up-to-date.

10.0 HAVE NOT MET CPD REQUIREMENTS?

If you have not been able to meet your CPD requirement, there is an option to declare this on your form. You will be contacted about making up any CPD shortfall and asked to submit a replacement declaration after you have fulfilled all your CPD requirements.

11.0 HOW ARE MEMBERS SELECTED?

This is done by conducting annual reviews of a random sample of members' CPD to ensure they are developing their knowledge and skills.

INSTITUTE OF CHARTERED ACCOUNTANTS, GHANA ANNUAL CPD DECLARATION: 2022

Members are respectfully requested to process this online, through the Members' Portal at ICAG Website.

PART 1

All members must complete this part I have complied with the CPD requirements for 2022.

OR

I have not been able to meet the CPD requirements for 2022. I understand that CPD is a requirement for my continuing membership. I will make good my shortfall and then submit an updated CPD declaration to confirm.

PART 2

Only select this part of the form if it applies to you: if it does not, please leave blank.

I confirm that I am an engagement partner responsible for audits of financial statements.

PART 3 Completion of the CPD Credit Hours

VERIFIABLE CPDs

NO.	DATE	TOPIC	ORGANISING ENTITY	CREDIT HOURS	REMARKS

NON-VERIFIABLE CPDs

NO.	DATE	DESCRIPTION OF LEARNING ACTIVITY	CREDIT HOURS	REMARKS

PART 4

All members must complete this part

I confirm that:

- The information provided on this form is true and accurate to the best of my knowledge and belief;
- I have maintained and, where appropriate, developed my competence in relation to professional ethics;
- I have not engaged in public practice activities without holding an ICAG practice licence;
- I have not been subjected to any disciplinary actions that have not already been brought to the attention of Council;
- I have not been subject to any criminal conviction and/or caution;
- I have read and understood the instructions and guidance overleaf before signing.

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ANNUAL CPD DECLARATION - INSTRUCTIONS AND GUIDANCE

Members are required to submit their 2022 annual CPD declaration by 30th April, 2023. Kindly make your CPD declaration online through the Members' Portal. This will be acknowledged. Please keep your evidence for three years and only send it to ICAG when asked to.

COMPLETING PART 1

Check the box to confirm you have met the CPD requirement

Not met the CPD requirement?

Check the box if you believe you have not been able to meet the CPD requirement (if you have been granted a waiver, you should only check this box if you have not met your amended requirement). You will then be contacted to assist in making good the CPD shortfall. You will be required to make a replacement CPD declaration once you have made good your shortfall and met the CPD requirement.

COMPLETING PART 2

Complete Part 2 if you are an engagement partner as defined by IFAC IES 8 (Revised), i.e. a partner or other person in the firm who is responsible for audit engagements and its performance, and for the auditor's report that is issued on behalf of the firm.

COMPLETING PART 3

All members who are not on the retirement list must complete Part 3. You must complete this part in a manner that will make it possible for the credit hours earned to be evaluated and assessed. For verifiable CPDs, make sure the date, the topic and the organising entity are correctly stated. For non-verifiable CPDs, describe the learning activity vividly for ease of evaluation and assessment.

COMPLETING PART 4

You must sign the declaration to confirm the CPD information you have provided, that you have maintained your competence in relation to professional ethics, and that you have not been subject to any matters within the terms of ICAG's Regulations that have not already been brought to the attention of Council.

Engaging in public practice activities

If you engage in public practice activities, you are required to hold an ICAG practice licence.

Information about Regulations

ICAG Regulations set out the details of the events which could lead to disciplinary action. These events include (but are not limited to) the following:

- Incompetence in carrying out work;
- Breach of ICAG Regulations;
- Disciplinary action against you by another professional body and/or regulator;
- Bankruptcy or insolvency;
- Criminal conviction and/or caution;
- Civil findings of acting fraudulently or dishonestly as a party or witness in civil proceedings;
- Misconduct this includes (but is not limited to) any act, or failure to act, that is likely to discredit you or ICAG or the accountancy profession.

2023 CPD CALENDAR

PART 1 - SCHEDULED CPD TOPICS

NO.	TOPIC	DATE	LOCATION
1.	Minimizing Value- Added Tax Risks for Business survival and growth	18th January	Virtual/ In-Person
2.	Upskilling and Personal Development – Remaining Relevant in Technology	8th February	Virtual/ In-Person
3.	Cryptocurrency - In- stitutional Adoption of the Crypto Ecosystem	22nd February	Virtual/ In-Person
4.	Emotional Intelligence Framework: A strategic Tool for gaining competitive advantage in Business	15th March	Virtual/ In-Person
5.	Commercial contracts, Key Contract terms and Contract Risk Management	29th March	Virtual/ In-Person
6.	Forensic Accounting	18th April	Virtual/ In-Person
7.	IFRS Updates for 2023 and Beyond	4th May	Virtual/ In-Person
8.	Automating Reconciliation with Audit Investigation Assignments in MS- Excel	17th May	Virtual/ In-Person

9.	Double Taxation Agreement and Effective Tax Planning	31st May	Virtual/ In-Person
10.	Derivatives: What are they? The Pros and Cons	21st June	Virtual/ In-Person
11.	Performance Management: Financial Planning and Analysis in volatile and uncertain environments	5th July	Virtual/ In-Person
12.	IFRS 17 - Insurance Contracts Part 2	19th July	Virtual/ In-Person
13.	The Mandatory Deposit on Objection - The Dilemma of the Tax Payer	9th August	Virtual/ In-Person
14.	Forensic Accounting	17th August	Regions
15.	Innovation demystified: Intrapreneurship for Accounting Professionals	23rd August	Virtual/ In-Person
16.	Audit Committees: The Professional as an Essential Player	7th September	Virtual/ In-Person
17.	Impairment of Non- financial Assets under IAS36	21st September	Virtual/ In-Person
18.	Financial Modelling	4th and 5th	Virtual/
		October	In-Person

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20.	Financial Modelling	19th & 20th October	Regions
21.	Corporate Governance and Boardroom Dynamics – Winning against Corruption	26th October	Virtual/ In-Person
22.	Impairment and Modification of Financial Assets under IFRS 19	9th November	Virtual/ In-Person
23.	Understanding the Exemptions Act, 2022, Act (1083)	16th November	Virtual/ In-Person
24.	Budget Preparation and Budget Control	30th November	Virtual/ In-Person
25.	Internal Controls and Standard Operating Procedures	6th December	Virtual/ In-Person
26.	Embedding Agility and Adaptability for Organisational Survival and Resilience	14th December	Virtual/ In-Person
27.	Sustainability Disclosure Standards - IFRS S1 (General Requirement for Disclosure of Sustainability-related Financial Information and IFRS 2 (Climate- related Disclosures)	20th December	Virtual/ In-Person

28.	The Bane of being a Complaint Taxpayer – The Case of the Sole Proprietor	10th January	Virtual/ In-Person
29.	Risk Management Paradigms for Today's Financial Professional	24th January	Virtual/ In-Person
30.	Automating Reconciliation with Audit Investigation Assignments in MS- Excel	16th February	Regions
31.	Internal Audit Workshop	22nd-23rd March	Virtual/ In-Person
32.	Building High Performance Teams	18th April	Virtual/ In-Person
33.	Amendments to IAS1 Presentation of Financial Statements	11th May	Virtual/ In-Person

FEE: GH¢1,000.00 per day for in-person and GH¢420.00 per day for virtual sessions

ADDITIONAL INFORMATION:

- All CPDs start at 9.00 a.m. and end at 3.00 p.m.
- Always send an email to confirm your participation
- Any change in date(s), venue or topic will be communicated to members by email.

For further enquiries, please contact:

Director, Members Services email: memberservices@icagh.com

PART 2: SPECIALISED CPD PROGRAMMES

The Institute, in its quest to assist some corporate entities meet the knowledge and skills requirements of their accountants and managers, has designed tailor- ade education programmes in the following areas:

- Financial Reporting
- Corporate Governance
- Internal Audit Practice
- Performance Measurements
- Strategic Planning and Goal-setting
- Human Capital Development
- Enterprise Risk Management
- Financial Risk Management
- Cyber Security

Target/Potential Clients include (but not limited to) entities RATIONALE operating within the following sectors:

- Manufacturing
- Banking
- Insurance
- Hospitality
- Automobile (Vendors)
- Medical Care
- State-Owned Enterprise/Government Business Entities
- Public Service/Civil Service
- Fund Management
- Construction/Real Estate
- Educational/Research Institutions
- Agriculture
- Extractive/Mining
- Oil and Gas (Downstream, Upstream)
- Energy (Generation, Distribution)

IFRS UPDATES

INTRODUCTION

Ghana adopted IFRS as the financial reporting regime for Public Interest Entities (other than MMDAs and MDAs) in 2007. The International Accounting Standards Board (IASB) continually issues new standards and revises existing standards to suit current financial reporting requirements. It is therefore essential that accountants and auditors continually update their knowledge in these standards.

While general knowledge in these standards is important for every accountant and auditor, an in-depth knowledge in industrial specific standards is critical for accountants, depending on the industry where an accountant/auditor operates.

The CPDs are designed to meet specific industrial requirements so as to assist accountants and auditors to apply the IFRSs correctly in the preparation and presentation of financial statements.

SYPNOPSIS

- 1) General IFRS Updates (IFRS S1, IFRS2, IFRS 9, IFRS 17)
- 2) Specific updates (Depending on specific industry)

TARGET PARTICIPANTS

Accountants and Auditors

FINANCIAL MODELLING

INTRODUCTION

Every accounting professional knows the importance of accurate analysis and reporting of business information for timely decision-making. However, a good number have discovered the important role spreadsheets such as MS Excel plays in achieving that feat.

The dynamics in markets and evolving competitive strategies have resulted in stakeholder demand for new, accurate and timely business information, yesterday's business analyses and reporting tools are transforming into more advanced and professional tools such as financial modelling.

RATIONALE

The objective of this CPD to explore the versatility of spreadsheet application and financial modelling competencies of accountants and managers.

SYNOPSIS

Sub-topics to be covered include:

- Building financial reporting modules with functions: FINANCIAL LOOKUP & REFERENCE, LOGICAL, MATH and many more.
- Decision-making Tools: What-if Analysis on Financial Variables
- Data Audit, Verification and Validation (DAVV)
- Investment Appraisal Techniques and Forecasting Tools
- Advanced Data Analysis with Slicers and Pivot Tables/ Pivot Charts
- Consolidation of Multiple Sheets into a Master Report

And many more.

TARGET PARTICIPANTS

Accountants, finance professionals and non-accountants in managerial positions in the private and public sectors.

AUTOMATING RECONCILIATION AND OTHER AUDIT/INVESTIGATION ASSIGNMENT WITH MS-EXCEL

INTRODUCTION

Modern banking means the processing of huge transactions/data with computer systems, which includes the use of computerized accounting packages like ERPs/ERMs, T24, Finacle, Bankers Ream, QuickBooks, Tally, Sage, SAP, etc., to maintain accounting records.

These computerized accounting systems perform complex calculations without demonstrating how they were carried out: such as interest charges, taxes (PAYE), etc. These complex computations and business reports are automated with varying coded algorithms behind the scenes.

How can one look into and validate these automated computations with certainty? In the midst of huge data, how can inconsistencies and irregularities in these auto-generated reports be tracked and mapped? How can one redo computations performed by these computerized accounting systems? How can the one automate reconciliation statements?

These questions and more, form the content of this specialized capacity-building product: Automating Reconciliation and other Audit/Investigation Assignments with Excel.

We shall be using MS-Excel as a Computerized-Aided Audit

Technique Tool (CAATT) on cases.

RATIONALE

This programme provides a solution-based hands-on approach to these tasks. The content is primed and rooted to witnessed cases and will be delivered through a professional hand using participatory adult-based learning skills.

SYPNOPSIS

- Automating bank reconciliations: The Power of Basic Tools and Smart Mind
- Reconciling Control Accounts & Sub-Ledger: The Case of Accounting Receivables in Computerized Accounting.
- Treasury Audit: Looking into the Clearing and Investments Accounts with confidence
- Tax Audit Applications: Validating PAYE
- The Forensic Eye Techniques: Time Savers and other Audit Applications in MS-Excel

TARGET PARTICIPANTS

- Chartered Accountants, Managers and ICAG members
- Internal and External Auditors, Tax Auditors and other compliance officers
- Heads, Managers and Team Members of Risk and Credit/ Portfolio Management
- Chartered Financial Analyst, Finance Managers Team members of Investment/Financial/Business Management
- Forensic Accountants and Financial Fraud Investigators
- Information System Auditors
- Other Business Executives and Legal Practitioners

AUDIT COMMITTEES: THE PROFESSIONAL AS AN ESSENTIAL PLAYER

INTRODUCTION

As the focus on corporate governance and oversight has grown, so has the complexity of regulatory challenges facing audit committees. This corporate governance strategy programme explores the best practices that an Audit Committee can use to fulfill its mandate and increase its strategic contribution. It will acquire the frameworks to align corporate strategy with financial reporting—and help institutions operate more effectively in today's rigorous market and regulatory environment.

RATIONALE

This audit committee training programme prepares you to manage the creative tension between the compliance and strategic roles of the audit committee. While improving your ability to ensure compliance, transparency, and accountability, you will learn how to move your organisation beyond a compliance mentality toward strategic financial reporting and effective risk management.

SYNOPSIS

- What is an Audit Committee and how is it constituted?
- What called for its institution in the current scheme of things?
- What role does it play in corporate governance?
- What is the role of the members on the Audit Committee?
- What is the long-term objective for serving on an Audit Committee?
- What are the challenges one is faced with working on Audit Committee?
- How do you measure the effectiveness of an Audit Committee?

- What should be the Audit Committee's successes?
- What should it steer clear of/embrace?

MODULES

Equipping Audit Committees play a more Strategic Role

- Align financial reporting, compliance, and risk management functions with an organisation's growth and profit objectives
- Guarantee the integrity of financial information
- Foster the right culture regarding compliance and risk
- Cultivate a financial reporting strategy
 Enhancing the Effectiveness of Audit Committees
- Develop effective tools to manage cybersecurity and other risks
- Strengthen oversight of the finance, accounting, and risk management functions
- Expand transparency and the quality of audit and financial reporting
- Effectively manage legal and regulatory compliance
- Enhance collaboration between corporate management and auditors
- Build optimal communication with investors on financial reporting and disclosure

Expand personal and professional network

- Spread your professional network encompassing and working with accomplished executives from diverse backgrounds, industries, locally and internationally;
- Establish relationships with a peer groups that are diverse and offer wide-ranging insights into business challenges and career decisions

TARGET PARTICIPANTS

- Current or potential audit committee members on boards of public listed companies, board chairs, and chief executive officers
- Chief financial officers, general counsels, and risk officers who work closely with audit committees
- Also appropriate for: Audit firm partners, investor relations professionals, legal advisors, and nonprofit board members

EMOTIONAL INTELLIGENCE (EI) FRAMEWORK: A STRATEGIC TOOL FOR GAINING COMPETITIVE ADVANTAGE IN BUSINESS

INTRODUCTION

Emotional Intelligence is most often defined as the ability to perceive, use, understand, manage and handle emotions. 75% of careers are derailed due to emotional incompetency, including the inability to handle interpersonal relationships, unsatisfactory team effort in challenging situations and sometimes, poor handling of conflicts. There is also the inability to adapt to change or elicit trust.

How can we become fluent in understanding the language of emotions? Emotional intelligence is like an iceberg. Most people only see your superficial reactions but there is likely to be more than meets the eye.

RATIONALE

The purpose of this CPD programme is to share with participants how a high EQ helps you to build relationships, reduce team stress, defuse conflict and improve job satisfaction.

SYPNOPSIS

- Define and understand what FL is
- El Models
- Five Core El Skills
- Undertake individual EQ/EI audit
- Understanding empathy
- Managing emotions and stress in the workplace
- Behaviour, communication and language

TARGET PARTICIPANTS

Accountants, Auditors, Finance Managers, Human Resource Managers, Marketing Managers, Operation Manager, etc.

UNDERSTANDING CRYPTOCURRENCY - INSTITUTIONAL ADOPTION OF THE CRYPTO ECOSYSTEM

INTRODUCTION

This course is designed to give a foundation in block chain and its application as the basis of Cryptocurrency. Blockchain technology enable distributed public ledgers that hold immutable data in a secure and encrypted way and ensure that transactions can never be altered.

RATIONALE

The Governor of the Bank of Ghana announced in June 2021 that it is launching a new digital currency called the e-cedi. But this is not like your typical cryptocurrency. According to the Governor, the new proposed digital currency will go into effect after three pilot stages confirm it to be a positive thing to introduce into the local economy. "The Bank of Ghana is one of the first African Central Banks to declare that they are were working on a digital

currency looking at the concept of an e-cedi," Currently, the e-cedi has completed the first phase of the process where the design has been made and finalized by a centralized committee. Right now, the digital currency is in a limited implementation phase, meaning that some online transactions will accept the digital currency if it is applied to the payment.

Investing in cryptocurrencies, Decentralized Finance (DeFi), and other Initial Coin Offerings (ICOs) is highly risky and speculative, and the markets can be extremely volatile. It is necessary to understand the rudiments of this emerging currency as professional accountants in order to brace ourselves for additional investment opportunities it will present.

SYPNOPSIS

- Introduction to digital currencies
- Introduction to basic cryptography concepts and links to the basics of Bitcoin.
- Situating Ghana's e-cedi in the Cryptocurrency market
- Implications of the emergence of a cryptocurrency in Ghana
- Risk factors and possible challenges
- The regulatory and financial regimes

TARGET PARTICIPANTS

Accountants, Auditors, Information System Auditors, Finance Managers, Human Resource Managers, Marketing Managers, Operation Manager, Forensic Accountants and Financial Fraud Investigators, Other Business Executives and Legal Practitioners, etc.

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