

GUIDELINES FOR INCORPORATED TRUSTEES  
UNDER PART C OF CAMA NO.1 OF 1990

1. AVAILABILITY
2. PROCUREMENT OF APPLICATION FORM WHICH CONTAINS A MEMORANDUM FOR GUIDANCE OF APPLICATION.
3. PUBLICATION OF NOTICE IN THREE (3) NATIONAL DAILIES, ONE BEING A LOCAL NEWSPAPER WIDELY CIRCULATED IN THE AREA WHERE THE ORGANISATION IS BASED.
4. SUBMISSION OF THE DULY COMPLETED APPLICATION FORM IN TRIPLICATE WHICH SHOULD BE ACCOMPANIED BY THE FOLLOWING:
  - A. A FORMAL LETTER OF APPLICATION.
  - B. THE ORIGINAL NEWSPAPER PUBLICATIONS.
  - C. 2 COPIES OF APPLICANTS CONSTITUTION;
  - D. MINUTES OF THE MEETING WHEREAT THE TRUSTEES WERE APPOINTED AND ABSENT AND SHOWING THE VOTING PATTERN, SIGNED BY CHAIRMAN AND SECRETARY OF THE BOARD.
  - E. MINUTES OF THE MEETING WHERE THE SPECIAL CLAUSE RULES WAS ADOPTED INTO THE CONSTITUTION OF THE ORGANISATION; SIGNED BY SECRETARY AND CHAIRMAN.
  - F. TRUSTEES (APPLICANTS) HAVE TO ATTACH 2 PASSPORT SIZED PHOTOGRAPHS OF THEMSELVES
  - G. TRUSTEES HAVE TO SIGN AGAINST THEIR NAMES ON THE APPLICATION FORM (ENCL D) AND FURNISH PERMANENT RESIDENTIAL ADDRESSES.
  - H. THE IMPRESSION OF THE COMMON SEAL SHOULD BE AFFIXED ON PAGE 11 OF THE FORM AND
  - I. DRAFT OF 20,000,000K IN FAVOUR OF CAC AND MADE PAYABLE IN ABUJA.
  - J. TWO PHOTOCOPIES OF THE APPLICATION FORM.
  - K. APPLICATION FORM DULY SIGNED BY SECRETARY AND CHAIRMAN OF THE BOARD.
  - L. TRUSTEES DECLARATION FORMS DULY SIGNED BY EACH TRUSTEE AND DEPOSED TO AT HIGH COURT OF JUSTICE IN NIGERIA