



1. Application for Registrar-General's Consent

Application for Registrar-General's Consent together with payment receipt and other relevant document(s) should be sent to the underlined email: consent@cac.gov.ng

2. Correction of Availability

All requests for correction of Availability with scanned copy of evidence of payment should be submitted through this email address cserviceav@cac.gov.ng

3. Application for Certified True Copies of Registration Documents

1. Fill CTC Application Form
2. The completed CTC Application Form, payment receipt, and other relevant document(s) should be sent to ctc@cac.gov.ng

4. Application for Status Report

1. Fill Status Report Application Form
2. The completed Status Report Application and payment receipt should be sent to statusreport@cac.gov.ng

5. Application for Letter of Good Standing

1. Fill Letter of Good Standing Application Form
2. The completed Form for Letter of Good Standing along with payment receipt should be and sent to goodstanding@cac.gov.ng

6. Complaints

Fill Complaint Form and sent to complaints@cac.gov.ng

7. Assessment

Request of assessment for filing(s) should be sent to assessment@cac.gov.ng

Consider the following when requesting for Assessment:

- I. State the Resolution Date where applicable
- II. Annual Return customer should indicate if the company is LLC, PLC, or LTD/GTE. In case of LLC customers should also indicate share capital, turnover, Net Assets, and if foreigner is a director.

- III. Registration of Charges the type of the company should be indicated ie LTD or PLC, Amount Secured and Date of Creation of Charge.
- IV. Increase in Share Capital, state the existing share capital, the amount to be increased, total share after increase, resolution date and company type ie Ltd or Plc.

8. Post Incorporation Filings

1. Prepare the Post Incorporation Documents as a parcel.
2. Label the parcel appropriately example:
 - Corporate Affairs Commission
Plot 420, Tigris Crescent Maitama, Abuja
 - **Transaction type: Filing and CTC of CAC 3**
3. For multiple applications, documents should be parcelled in distinct envelopes with proper label.
4. Deliver the parcel through selected Courier Company. The Commission has identified the following Courier Service Companies:

SN	Courier Company	Contact
1	DHL	08090441054
2	NIPOST- EMS	08061195110
3	FedEx Redstar	08030613294
4	Hypermov	08084007083
5	Greater Washington	08183147664

FILING FOR COMPANIES

- a. Form CAC 7A (Notice of change in particulars of Directors).
 - b. Form CAC 3 (Notice of change of registered address).
 - c. Form CAC 2A (Return of Allotment Post Incorporation).
 - d. Form CAC 2.1 Notice of appointment/change in particulars of Secretary.
 - e. All CTC requests except CTC of Certificates and Miscellaneous applications.
- For 1 (a-e) above, customers have the option to send their applications by e-mail or by post.
 - Where applications are sent by e-mail, the Certified Copy, will be sent by post to the customer.
 - Customers should pay for the filing and any penalty where the filing is being made out of time.
 - Evidence of such payment should be attached to the relevant form.

- Customers should be guided by the checklist published by the Commission on the requirements for all post registration processes.

The following email address should be used by customers that choose to send their applications by email: post.registry@cac.gov.ng

Other post incorporation/registration changes as follows:

- Change of name
- Alteration of Memart,
- Registration of Charges (Mortgages, Debenture, Bill of Sales and other Loan Agreements, up stamping, supplemental deed)
- Increase/decrease in share capital.
- Deed of Release/Satisfaction.
- Memorandum of Pledge/ Hypothecation
- Appointment/Discharge of Receiver/Manager.
- Conversion
- Variation of parties
- Appointment of Trustees
- Alteration of Deed
- CTC of Certificate
- Annual returns

These applications should be forwarded to the Commission with the evidence of payment through any of the designated courier companies.

Please Note that all post registration services should be pre-paid. Customers are advised to refer to the schedule of fees and the relevant requirements in the checklists to determine the applicable penalty (if any) to avoid delay in processing such application.

BUSINESS NAMES

POST REGISTRATION

The under listed applications/requests should be forwarded to the Following email with all relevant attachments:

post.businessnames@cac.gov.ng

- Change of Proprietor's name
- Removal/addition of Partner
- CTC of Certificate and other documents.
- Change of Signature
- Change /correction of title/gender, residential address,
- Nationality, phone number, email address, occupation.
- Filing/change of branch address
- All miscellaneous filings

Other Post registration applications as:

- Change of address.
- Change of Business name

- c. Change/correction in nature of business
- d. Annual returns

These applications should be forwarded to the Commission with the evidence of payment through any of the designated courier companies.

3. INCORPORATED TRUSTEES

POST INCORPORATION

The following application/request should be submitted through this email address: post.it@cac.gov.ng

- (a) Application for CTC of Certificate
- (b) Change of objects/amendment of constitution
- (c) Approval/Change of Secretary/Chairman
- (d) Correction of signature
- (e) Change of address
- (f) Change of Trustees' address
- (g) Filing of by-laws

All other applications that require consequential changes on the Certificate of Incorporation such as:

- a. Change of Trustees
- b. Correction of Trustees' Name
- c. Change/Correction of registered name
- d. Annual Returns

These applications should be forwarded to the Commission with the evidence of payment through any of the designated courier companies.

COMPLIANCE

The following applications/requests should be submitted through this email address: compliance@cac.gov.ng

- (a.) Extension of time to hold Annual general meeting
- (b.) Filing of special resolution for merger
- (c.) Notice of Merger
- (d.) Registration of appointment of Liquidator.
- (e.) Filing of notice / Deed of Release
- (f.) Filing of notice of Appointment of Receiver/Manager
- (g.) Filing of statement in form of Schedule 14 under s. 553
- (h.) Filing of final meeting and account of liquidation.

- (i.) Filing of notice of discharge of receiver
- (j.) Filing of notice of court order for dissolution of IT
- (k.) Cessation of Business Names
- (i.) Placement of file on caveat
- (m.) Winding up application of all forms

Note:

All forms are available for download on the Commission's website
<https://www.cac.gov.ng>