

**Fees  
Companies**

|           |                                                                                                                                                                                                                | <b>Ltd/Gte<br/>Fee (₦)</b> | <b>Small<br/>Company<br/>Fee (₦)</b>                        | <b>Private<br/>other<br/>than<br/>small<br/>Fee (₦)</b>     | <b>Public<br/>Fee (₦)</b>                                   |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|
| <b>a.</b> | Name Reservation                                                                                                                                                                                               | See B                      | 500                                                         | 500                                                         | 500                                                         |
| <b>b.</b> | Name Reservation for restricted words and Ltd/Gte                                                                                                                                                              | 5,000                      | 5,000 where applicable                                      | 5,000 where applicable                                      | 5,000 where applicable                                      |
| <b>c.</b> | Incorporation of Company Limited by Guarantee (this includes CTC of first incorporation documents without additional charge)                                                                                   | 20,000                     | <b>Not Applicable (NA)</b>                                  | NA                                                          | NA                                                          |
| <b>d.</b> | <b>Incorporation of private/public company limited by shares</b> (this includes CTC of first incorporation documents without additional charge).<br>Issued share capital of N1million or less                  | NA                         | 10,000                                                      | 10,000                                                      | 20,000                                                      |
|           | <b>Incorporation of private/public company limited by shares</b> (this includes CTC of first incorporation documents without additional charge).<br>Issued share capital above N1million and up to N500million | NA                         | 5,000.00 for every N1million share capital or part thereof  | 5000.00 for every N1million share capital or part thereof   | 10,000.00 for every N1million share capital or part thereof |
|           | <b>Incorporation of private/public company limited by shares</b> (this includes CTC of first incorporation documents without additional charge).<br>Issued share capital above N500million                     | NA                         | 10,000.00 for every N1million share capital or part thereof | 10,000.00 for every N1million share capital or part thereof | 15,000.00 for every N1million share capital or part thereof |
| <b>e.</b> | Registration of increase in Issued share capital up to N500million                                                                                                                                             | NA                         | 5,000.00 for every N1million share capital or part thereof  | 5000.00 for every N1million share capital or                | 10,000.00 for every N1million share capital or              |

|           |                                                                    |                                                                          |                                                                          |                                                                          |                                                                          |
|-----------|--------------------------------------------------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------|
|           |                                                                    |                                                                          |                                                                          | part thereof                                                             | part thereof                                                             |
| <b>f.</b> | Registration of increase in issued share capital above 500,000,000 | NA                                                                       | 7,500.00 for every 1million share capital or part thereof                | 7,500.00 for every 1million share capital or part thereof                | 15,000.00 for every 1million share capital or part thereof               |
| <b>g.</b> | Change of name                                                     | 20,000                                                                   | 10,000                                                                   | 20,000                                                                   | 50,000                                                                   |
| <b>h.</b> | Registration of Charges                                            | 25,000 or 0.35% of the amount secured by the charge whichever is higher. | 25,000 or 0.35% of the amount secured by the charge whichever is higher. | 25,000 or 0.35% of the amount secured by the charge whichever is higher. | 25,000 or 0.35% of the amount secured by the charge whichever is higher. |
| <b>i.</b> | Memorandum of Satisfaction/ Deed of Release.                       | 25,000                                                                   | 25,000                                                                   | 25,000                                                                   | 25,000                                                                   |
| <b>j.</b> | Deed of hypothecation                                              | 25,000                                                                   | 25,000                                                                   | 25,000                                                                   | 25,000                                                                   |
| <b>k.</b> | Deed of negative pledge                                            | 25,000                                                                   | 25,000                                                                   | 25,000                                                                   | 25,000                                                                   |
| <b>l.</b> | Annual Returns, other post incorporation and miscellaneous filings | 5,000                                                                    | 5,000                                                                    | 5,000                                                                    | 10,000                                                                   |
| <b>m.</b> | Status Report/ Letter of Good Standing                             | 5,000                                                                    | 5,000                                                                    | 5,000                                                                    | 5,000                                                                    |
| <b>n.</b> | Historical Search Report (Directors/Officers information)          | 10,000                                                                   | 10,000                                                                   | 10,000                                                                   | 20,000                                                                   |

|           |                                                                                         |            |            |            |            |
|-----------|-----------------------------------------------------------------------------------------|------------|------------|------------|------------|
| <b>o.</b> | Historical Search Report (Shareholding information)                                     | 10,000     | 10,000     | 10,000     | 20,000     |
| <b>p.</b> | Historical Search Report (Particulars of Charges/Debentures/Memorandum of Satisfaction) | 10,000     | 10,000     | 10,000     | 20,000     |
|           | Historical Search Report (All information)                                              | 20,000     | 20,000     | 20,000     | 20,000     |
| <b>q.</b> | Due Diligence Search (Self-service)                                                     | 50,000     | 50,000     | 50,000     | 50,000     |
| <b>r.</b> | Voluntary Striking off                                                                  | 50,000     | 25,000     | 50,000     | 100,000    |
| <b>s.</b> | Same day post incorporation filing (in addition to filing fees)                         | 30,000     | 20,000     | 30,000     | 50,000     |
| <b>t.</b> | Relisting of company                                                                    | 50,000     | 25,000     | 50,000     | 100,000    |
| <b>u.</b> | Restriction of director's residential address                                           | 25,000     | 25,000     | 25,000     | 50,000     |
| <b>v.</b> | Extension of time to hold Annual General Meeting (AGM)                                  | N50,000    | NA         | 50,000     | 100,000    |
| <b>w.</b> | Certified True Copy of documents/Extracts                                               | 5,000 each | 5,000 each | 5,000 each | 5,000 each |

|           | <b>Foreign Companies</b>                 | <b>Fee (₦)</b> |
|-----------|------------------------------------------|----------------|
| <b>w.</b> | Notice of Exemption of Foreign Companies | 50,000         |
| <b>x.</b> | Annual report of Foreign Companies       | 50,000         |

#### **Limited Liability Partnerships (LLP)**

|           |                                                                       | <b>Fee (₦)</b>                                                           |
|-----------|-----------------------------------------------------------------------|--------------------------------------------------------------------------|
| <b>a.</b> | Name Reservation                                                      | 500                                                                      |
| <b>b.</b> | Name Reservation for Restricted Words                                 | 5,000                                                                    |
| <b>c.</b> | Incorporation and CTC of Registration Documents                       | 20,000                                                                   |
| <b>d.</b> | Change of name                                                        | 10,000                                                                   |
| <b>e.</b> | Registration of charges                                               | 25,000 or 0.35% of the amount secured by the charge whichever is higher. |
| <b>f.</b> | Memorandum of Satisfaction/ Deed of Release.                          | 25,000                                                                   |
| <b>g.</b> | Annual Returns and other post incorporation and miscellaneous filings | 5,000 each                                                               |
| <b>h.</b> | Status Report/Good Standing                                           | 5,000                                                                    |
| <b>i.</b> | Voluntary Striking-off                                                | 25,000                                                                   |

|           |                                                                 |                   |
|-----------|-----------------------------------------------------------------|-------------------|
| <b>j.</b> | Same day post incorporation filing (in addition to filing fees) | 30,000 per filing |
| <b>k.</b> | Relisting                                                       | 50,000            |
| <b>l.</b> | Restriction of partner's residential address                    | 30,000            |
| <b>m.</b> | Certified True Copy of documents/extracts                       | 5,000 each        |

### Limited Partnerships (LP)

|           |                                                                       | Fee (₱)    |
|-----------|-----------------------------------------------------------------------|------------|
| <b>a.</b> | Name Reservation                                                      | 500        |
| <b>b.</b> | Name Reservation for Restricted Words                                 | 5,000      |
| <b>c.</b> | Registration and CTC of Registration Documents/extracts               | 15,000     |
| <b>d.</b> | Change of name                                                        | 10,000     |
| <b>e.</b> | Annual Returns and other post incorporation and miscellaneous filings | 5,000 each |
| <b>f.</b> | Status Report/Letter of Good Standing                                 | 5,000      |
| <b>g.</b> | Voluntary Striking-off                                                | 25,000     |
| <b>h.</b> | Same day post incorporation filing (in addition to filing fees)       | 25,000     |
| <b>i.</b> | Relisting                                                             | 25,000     |
| <b>j.</b> | Restriction of Partner's Residential Address                          | 25,000     |
| <b>k.</b> | Certified True Copy of documents                                      | 5,000 each |

### Business Names

|           |                                                                      | Fee (₱)    |
|-----------|----------------------------------------------------------------------|------------|
| <b>a.</b> | Name Reservation                                                     | 500        |
| <b>b.</b> | Name Reservation for Restricted Words                                | 5,000      |
| <b>c.</b> | Registration and CTC of Registration Documents                       | 10,000     |
| <b>d.</b> | Change of name                                                       | 10,000     |
| <b>e.</b> | Annual Returns and other post registration and miscellaneous filings | 3,000 each |
| <b>f.</b> | Status Report/Letter of Good Standing                                | 5,000      |
| <b>g.</b> | Voluntary Striking-off                                               | 10,000     |
| <b>h.</b> | Same day post incorporation filing (in addition to filing fees)      | 10,000     |
| <b>i.</b> | Relisting                                                            | 25,000     |
| <b>j.</b> | Restriction of Proprietor's/Partner's Residential address            | 25,000     |
| <b>k.</b> | Certified True Copy of documents/extract                             | 5,000 each |
| <b>l.</b> | Application for cessation                                            | 10,000     |

### Incorporated Trustees

|           |                                                | Fee (₱) |
|-----------|------------------------------------------------|---------|
| <b>a.</b> | Reservation of Name                            | 5,000   |
| <b>b.</b> | Registration and CTC of Registration Documents | 35,000  |
| <b>c.</b> | Change of name                                 | 25,000  |

|           |                                                                         |            |
|-----------|-------------------------------------------------------------------------|------------|
| <b>d.</b> | Annual Returns and other post incorporation and miscellaneous filings   | 5,000 each |
| <b>e.</b> | Status Report/Letter of Good Standing                                   | 5,000      |
|           | Historical Search Report (for companies that are ten years old or more) | 10,000     |
| <b>f.</b> | Same day post incorporation filing (in addition to filing fees)         | 25,000     |
| <b>g.</b> | Restriction of Trustee's residential address                            | 25,000     |
| <b>h.</b> | Certified True Copy of documents/extract                                | 5,000 each |
| <b>i.</b> | Notice of Dissolution                                                   | 20,000     |

#### Annual Registration of Agents/Professionals/Insolvency Practitioners

|           |                                                           | Fee (₹) |
|-----------|-----------------------------------------------------------|---------|
| <b>a.</b> | Registration of Accredited Agents/Professionals (one-off) | 10,000  |
| <b>b.</b> | Registration of Insolvency Practitioners (one-off)        | 50,000  |

#### Value Added Service

|  |                                                                                                                           | Fee (₹) |
|--|---------------------------------------------------------------------------------------------------------------------------|---------|
|  | SMS notification alert for every transaction carried out by an entity to all officers of the Entity (Annual Subscription) | 5,000   |

#### Website Search

Visitors to the Commission's public search page can get basic information free of charge. The following items have a fee:

|           |                                               | Fee (₹) |
|-----------|-----------------------------------------------|---------|
| <b>b.</b> | Full electronic search per entity (view only) | 1,000   |
| <b>c.</b> | Persons with Significant Control (view only)  | free    |

#### Appointments

|           |                                                                                   | Fee (₹) |
|-----------|-----------------------------------------------------------------------------------|---------|
| <b>a.</b> | Personal appointment                                                              | free    |
| <b>b.</b> | Premium Service/VIP Lounge Facilities (Same Day Service Single Transaction)       | 50,000  |
| <b>c.</b> | Premium Service/VIP Lounge Facilities (Same Day Multiple Applications per entity) | 100,000 |

#### Bulk Products

| Access to information not on the Public Register |                                                                                                                | Fee (₹) |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------|---------|
| <b>a.</b>                                        | Application by Specified Public Authority or Credit Reference Agency per entity                                | 25,000  |
| <b>b.</b>                                        | Individual request by Specified Public Authority or Credit Reference Agency (to access information) per entity | 1,000   |

### DVD Directories

|           |                                                                                                                                                                                                                                        | Fee (₹)    |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>a.</b> | Company Directory Exportable one-off (name, address, registration number and date of registration, particulars of directors and other post incorporation information)                                                                  | 1,000,000  |
| <b>b.</b> | Company Directory Exportable Annual Subscription (name, address, registration number and date of registration, particulars of directors and other post incorporation information)                                                      | 10,000,000 |
| <b>c.</b> | Persons with Significant Control (PSC) information: Exportable for Specified Public Authority and other approved persons/bodies                                                                                                        | Free       |
| <b>d.</b> | Company Directory: data file on DVD, by email or by file transfer protocol (sFTP) Annual Subscription (name, address, registration number and date of registration, particulars of directors and other post incorporation information) | 10,000,000 |
| <b>e.</b> | Change of Name/dissolved/removed index (one-off)                                                                                                                                                                                       | 100,000    |
| <b>f.</b> | Change of Name/dissolved/removed index: exportable Annual Subscription                                                                                                                                                                 | 1,000,000  |
| <b>g.</b> | Change of Name/dissolved/removed index: data file on DVD, by email or by FTP Annual Subscription                                                                                                                                       | 1,000,000  |
| <b>h.</b> | Change of PSC/removed index: data file on DVD, by email or by FTP for Public Specified Public Authority and other Approved Persons/Bodies                                                                                              | Free       |
| <b>i.</b> | Notwithstanding the foregoing the Commission may issue information to any Investigation Agency or other approved Public Authority, Organization or Individual gratis.                                                                  |            |

### Penalties

|    |                                     | Daily default<br>Penalty ₹ | Other penalties (one-<br>off) ₹ |
|----|-------------------------------------|----------------------------|---------------------------------|
| a. | Small company                       | 250                        | 5,000                           |
| b. | Company Private other than small    | 500                        | 10,000                          |
| c. | Company limited by guarantee        | 500                        | 10,000                          |
| d. | Public Company                      | 1,000                      | 25,000                          |
| e. | Limited Liability Partnership (LLP) | 500                        | 10,000                          |
| f. | Limited Partnership (LP)            | 500                        | 10,000                          |
| g. | Business Names                      | 150                        | 5,000                           |
| h. | Incorporated Trustees               | 500                        | 10,000                          |