

# Form CAC-MISC 03

## Application for creation of entity electronic account



### ✓ What this form is for

You may use this form to request for creation of an electronic account to manage your registered entity.

### ✗ What this form is NOT for

You cannot use this form to request for accredited agent's electronic account.

### For further information

Please refer to our guidance at [www.cac.gov.ng](http://www.cac.gov.ng)

<b>1. Entity details</b>			
Registration number			
Entity name			
Type of entity	<input type="checkbox"/> Company <input type="checkbox"/> Incorporated Trustees <input type="checkbox"/> Business Name <i>(Please tick as appropriate)</i>		
<b>2. Undertaking</b>	I/We, the undersigned being the sole director/ proprietor or majority of the directors, partners or trustees of the above named entity, hereby give notice to the Commission that the person whose particulars appear below has been authorized to administer the Electronic Account of our Company or Business Name or Incorporated Trustees and I/we hereby confirm that any document or information submitted by him through the electronic account is authorized by me/us.		
<b>3. Details of the Account Administrator (Authorised Officer)</b>			
Surname			
First Name			
Other Name(s)			
email		Phone no.	
Description			Description could be a Director or Partner or Secretary or Trustee or Proprietor or any Authorized Officer.
Signature			
<b>4. Signature of sole director/proprietor or majority directors/partners/trustees</b>			
1	Name		
	Email		
	Phone no.		Signature
2	Name		
	Email		
	Phone no.		Signature
3	Name		
	Email		
	Phone no.		Signature

Please use the continuation sheet if the number of the majority director/trustees/partners are more than three (3).

**Note:**

1. “Authorised Officer” means the person herein designated by majority of the Directors/Partners/Trustees to administer the entity electronic account.
2. The Authorised Officer shall be the Administrator of the Company’s/Business Name’s/Partnership’s/Incorporated Trustees’ account for the purpose of submitting documents to the Commission.
3. The Authorised Officer may create Sub-Administrators for the account.
4. The Directors/Partners/Trustees may from time to time change the Authorised Officer and remove any or all of the Sub-Administrators.
5. Attached copy of the required means of photo identification for Authorized Officer.

To subscribe for updates on the Company’s/Business Name’s/Partnership’s/Incorporated Trustees’ filings at the Commission, click on the following link <https://search.cac.gov.ng>

