

Appointment of director (CAC 7)

Pursuant to
Section 321 of the
Companies and
Allied Matters
Act, 2020

CAC 7

APPOINTMENT OF DIRECTOR



What this form is for
You may use this form to appoint a director

What this form is NOT for
You cannot use this form to change details of a director

For further information Please refer to our guidance at www.cac.gov.ng

1. Company details			
Registration Number			
Company name in full			
2. Date of director's appointment			
Date of appointment			
3. New director's details			
Title			
Full forename(s)			
Surname			
Former name(s)		Gender	
Country/state of residence		Phone Number	
Nationality		Email	
Identity Type		Identity Number	
Date of birth			
Business occupation (if any)			
4. New director's service address Please complete your service address below. You must also complete your residential address in Section 4a.			
Number/Building Name			This is the address that will appear on the public record. This does not have to be your usual residential address. Please state 'The Company's Registered Office' if your service address is recorded in the company's register of directors as the company's registered office. If you provide your residential address here it will appear on the public record.
Street			
City/Town/Village			
Local Government (where applicable)			
Postal code			
State			
Country			

4a. New director's residential address Please complete your residential address below.		
Number/Building Name		
Street		

Please state 'Same as service address' in this section if your usual residential

City/Town/Village		address is recorded in the company's register of director's residential addresses as 'Same as service address'. You cannot state 'Same as service address' if your service address has been stated in Section 4 as 'The Company's Registered Office'. You will need to complete the address in full.
Local Government (where applicable)		
Postal code		
State		
Country		

5. Confirmation of consent to act as a director

Please tick the box to confirm consent
 I confirmed that the person named in section 3 has consented to act as a director of the company named in section 1.

6. Authentication

Name		This form is authorised by a Director, Secretary or any authorised officer of the company.
Description		

Presented for filing by:

Name			
Address	<i>Street</i>		
	<i>City area/District</i>		
	<i>City/Town/Village</i>		
	<i>Local Government</i>		
	<i>Postal code</i>		
	<i>State</i>		
	<i>Country</i>		
Phone Number			
Email		Accreditation Number (where applicable)	
Signature		<i>Date</i>	

NOTE:

Companies and Allied Matters Act, 2020 Section 862.

- 1) Subject to the provisions of subsections (2) and (3), if any person in any return, report, certificate, balance sheet, or other document required by, or for the purpose of any of the provisions of this Act, wilfully makes a statement which is false in any material particular knowing it to be false, he commits an offence and is liable -
 - (a) on conviction to imprisonment for a term of two years; and
 - (b) in the case of a company, to fine as the Court deems fit for every day the default continues.
- 2) A company which makes a statement in its annual returns which is false in any material particular shall in respect of each year of any such returns be liable to a penalty prescribed in the Commission's regulations if it is a small company or in any other case.
- 3) Nothing in this section shall affect the provisions of any enactment imposing penalties in respect of perjury in force in Nigeria.