

## Appointment of secretary (CAC 8)

Pursuant to  
Section 330 of the  
Companies and  
Allied Matters  
Act, 2020

# CAC 8 APPOINTMENT OF SECRETARY



**✓ What this form is for**  
You may use this form to appoint a  
secretary individual or corporate

**✗ What this form is NOT for**  
You cannot use this form to change  
details of a secretary

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

<b>1. Company details</b>			
Registration Number			
Company name in full			
<b>2. Date of appointment</b>			
Date of appointment			
<b>3. New individual secretary's details</b> for corporate secretary please go to <b>5</b>			
Title			
Full forename(s)			
Surname			
Former name(s)			
Country/state of residence		Phone Number	
Nationality		Email	
Identity Number		Identity Type	
Date of birth			
Business occupation (if any)			
<b>4. New individual secretary's service address</b> 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.	
Street			
City/Town/Village			
Local Government (where applicable)			
Postal code			
State			
Country			
<b>4a. New secretary's residential address</b> Please complete your residential address below.			
Number/Building Name		You cannot state 'Same as service address' if your service address has been stated	
Street			

City/Town/Village		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			
<b>5. Corporate secretary's details</b>			
Corporate body/firm name			
Registration number			
<b>Address of the corporate body/firm</b>			
Number/Building name			
Street			
City/Town/Village			
Local Government (where applicable)			
Postal code			
State		Telephone number	
		Email	
<b>6. Authentication</b>			
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.