

**NOTICE OF CHANGE IN PARTICULARS OF
SECRETARY**



✓ What this form is for
You may use this form to change the
Details of a secretary.

✗ What this form is NOT for
You cannot use this form to give notice of appointment of
secretary

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

1. Company details		
Registration Number		
Company name in full		
2. Individual Secretary's current details on the register		
Date of birth		
Title		
Full forename(s)		
Surname		
2a. Corporate Secretary's current details on the register		
Corporate body/firm name		
3. Date of change of details		
Please complete appropriate sections to indicate which of your details have changed.		
4. Change of name details		
Title		Please enter new name for an individual secretary.
Full forename(s)		
Surname		
Corporate body/firm name		Please enter new name for a corporate secretary
5. Change of service address		
Number/Building Name		
Street		
City/Town/Village		
Local Government (where applicable)		
Postal code		
State		
Country		
<input type="checkbox"/> I confirm that there has been no change in the company's register of Secretary's residential addresses.		

5. Change of residential address Please complete this section if you have changed your residential address		
Number/Building Name		Please state 'same as service address' in this section if your residential address is recorded in the company's register as 'Same as service address'.
Street		
City/Town/Village		
Local Government (where applicable)		
Postal code		
State		

Country		
6. Change of other details		
Change of Email		
Change of telephone number		
Change of Nationality		
Correction of Gender		
Change of Country/State of residence		
Change of Business occupation		
7. 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.

