

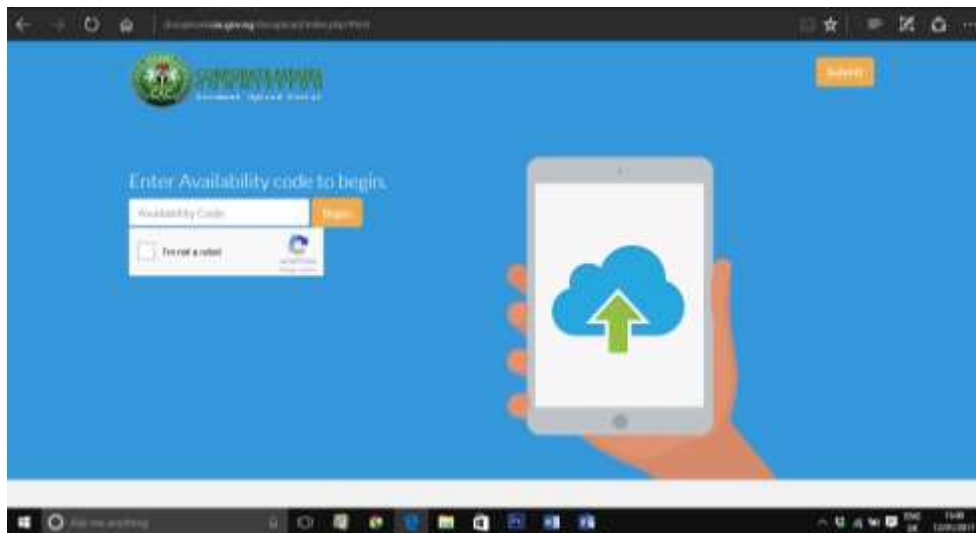
Document Upload Application User Manual

Document Upload Solution

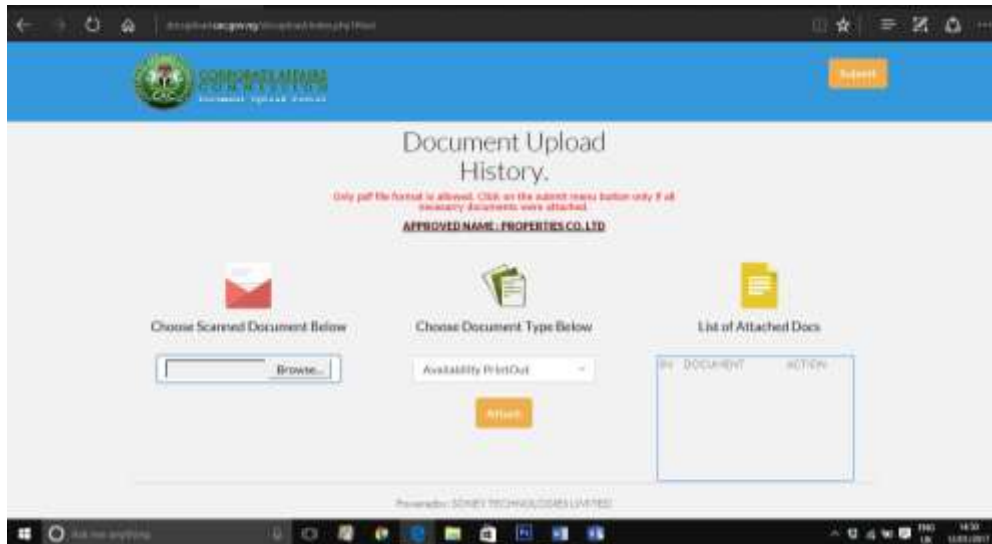
OBJECTIVE: is to enable our esteemed Customers to submit their incorporation documents via this solution electronically for hastening the time taken to complete a registration process. The physical documents are to be submitted at a point of collection of Certificate and CTC.

Front-End Customer Module

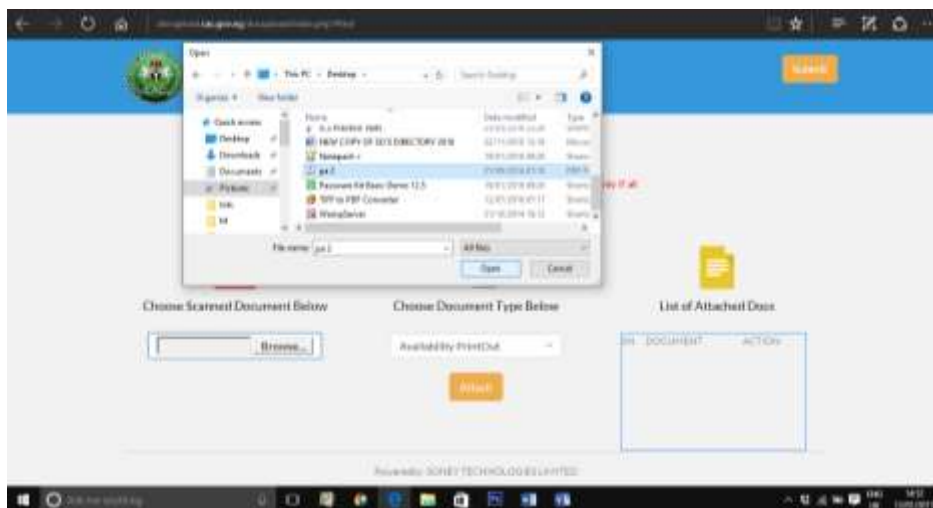
1. Customers can access the document upload application using this link: <http://docupload.cac.gov.ng>
2. Customer should enter the availability code of the approved Name search and click 'Begin' button as shown in the figure below.



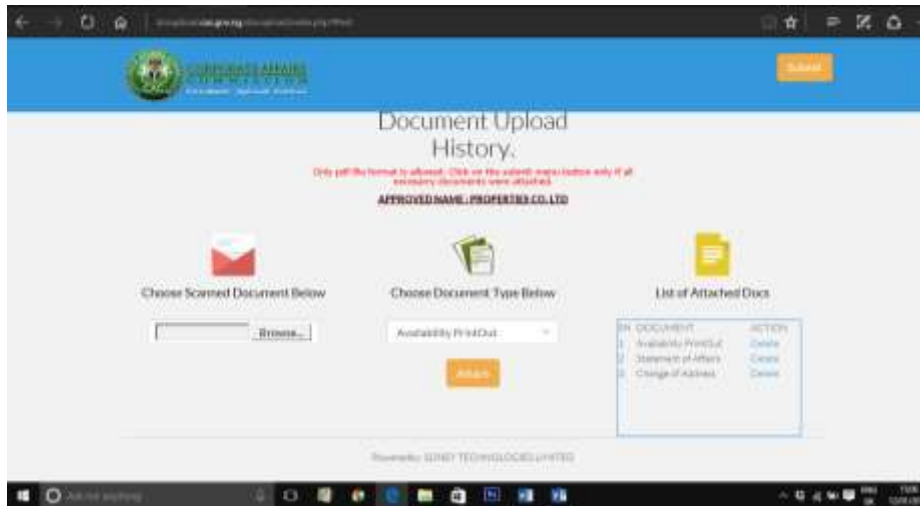
3. The application shall return the approved Name search if it exists.



4. Click on [Browse] button to browse the document to be attached under the 'Choose Scanned Document Below' as shown in the figure



5. Select an appropriate document type from the document type drop-down
6. Click [Attach] button to attach the document
7. Attach all relevant documents one by one
8. All attached documents are displayed in the List of Attached Docs Window.



9. Click [Submit] button
10. Customers are allowed to delete a document **before the final submission** of documents when necessary by clicking the delete link.
11. Customers can delete and re-attach a document after submission, only if the document was queried by the Verifying Officers.

Step by Step Process for Uploading Incorporation Documents

1. Scan all the completed forms and save as PDF one by one example scan CAC1.1, CAC7, CAC2, CAC2.1, and Payment Receipt separately.
2. Ensure that the scanned copies are clear for easy verification
3. Visit docupload.cac.gov.ng or click the link on the Commission's website
4. Enter the availability code of the approved Name and click 'Begin'
5. The application shall return the approved Name search if it exists.
6. Click on **[Browse] button** to browse the document to be attached under the 'Choose Scanned Document Below'
7. Select an appropriate document type from the document type drop-down

8. Click **[Attach] button** to attach the document
9. Attach all relevant documents one by one
10. All attached documents are displayed in the List of Attached Docs Window.
11. Click [Submit] button
12. Customers are allowed to delete a document **before the final submission** of documents when necessary by clicking the delete link and Customers can delete and re-attach a document after submission, only if the document was queried by the Verifying Officers.
13. Customers are required to submit the original documents at the point of collection of the certificate of registration and the certified true copies of the incorporation document.
14. Please note that the Commission must be satisfied that the original documents are the same with the copies already scanned before releasing the certificate of registration and the CTCs.