

CORPORATE AFFAIRS COMMISSION

(Established Under the Companies and Allied Matter Act 1, 1990)



AMENDMENT TO COMPANIES REGULATION 2012

Pursuant to the powers vested in me under sections 16, 585 and 609 of the Companies and Allied Matters Act and other powers enabling me in that behalf, I hereby approve amendments to the Companies Regulation 2012 as follows –

1. REGULATION 3 shall now read as follows –

Hours of Transaction of Business and Service Delivery Timelines

- 3 [a] The Commission shall be open to the public for business from 9am to 7pm, Monday to Friday in the Head Office and such other offices that the Commission may designate from time to time.
- 3 [b] The Commission shall deliver services to customers within a period not exceeding the following:–
- i. Decisions on request for name reservation - 12 hours from submission of request.
 - ii. Registration of Companies, Business Names and Incorporated Trustees - 24 hours from submission of duly completed documents.

2. REGULATION 11 shall now read as follows –

Delivery of Application to the Commission

- 11 [a] An application for new registration may be delivered to the Commission in hard copies in designated location or through electronic means by any of the following persons –
- i. A Legal Practitioner, Chartered Accountant or Chartered Secretary duly accredited by the Commission as an agent ;
 - ii. A First Director or Subscriber to the Memorandum of Association in respect of new registration under Part A of CAMA;
 - iii. A Proprietor or Partner in respect of application under Part B of CAMA;
 - iv. A Trustee in respect of new registration under Part C of CAMA;
 - v. A duly appointed Secretary in respect of post-incorporation application under Parts A and C of CAMA.
- 11 [b] Where application for new registration under Part A is presented by any of the persons mentioned in Regulation 11 [a] [ii] above, the Statutory Declaration of Compliance shall be deposed to by a Legal Practitioner in the Service of the Commission and the presenter shall pay the sum of N500 only to the Commission as cost of notarization.
- 11 [c] Where an application is delivered to the Commission by electronic means, the Commission shall process the application based on the duly completed electronic copies of documents submitted by the Customer.

11 [d] Customers would be required to deliver originals of the application documents to the Commission upon completion of the registration process.

3. (i) **SCHEDULE 1**

INDEX OF CAC FORMS

That forms CAC 2, 3, 4 and 7 listed as items 3, 8, 9 and 10 in Schedule 1 of the Companies Regulation 2012 are hereby replaced with the new consolidated form CAC 1.1 hereby attached as Annexure 'A'.


(ii) **SCHEDULE 3**

FEES

That Schedule 3 of the Companies Regulation 2012 is hereby amended by adding as follows:

- Cost of Notarization - ₦500.00

Given under my hand this 5th day of APRIL, 2017



Dr. Okechukwu E. Enelamah
Honourable Minister
Industry, Trade and Investment