THE RIDGE LEGAL CONSULTANTS BUSINESS REGISTRATION SERIES

VOLUME 2

CAC REGISTRATION CHECKLIST

1.1 PURPOSE

A practical checklist for registering a business with the Corporate Affairs Commission (CAC).

1.2 BEFORE YOU REGISTER

- Define the business activities
- Choose the correct business structure
- Prepare two business names
- Obtain valid ID
- Prepare email, phone and business address

1.3 REGISTRATION

- Reserve business name
- Complete CAC application
- Provide accurate owner/director details
- Upload required information
- Review application
- Pay filing fees
- Track application

1.4 AFTER REGISTRATION

- Download CAC documents
- Open a corporate bank account
- Register for applicable taxes
- Assess SCUML/licence requirements

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- Create a compliance calendar

1.5 Documents to Retain

- CAC Certificate (where applicable)
- Status Report
- Constitutional documents (where applicable)
- Payment receipt
- Identification records

1.6 Common Mistakes

- Wrong structure
- Incorrect information
- Poor record keeping
- Ignoring post-registration obligations

1.7 Relevant Regulators

- Corporate Affairs Commission (CAC)
- Federal Inland Revenue Service (FIRS)
- Relevant sector regulator

1.8 The Ridge Legal Practice Tip

- Always review your application before submission and keep digital and printed copies of every registration document.

1.9 Notes

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