THE RIDGE LEGAL CONSULTANTS BUSINESS REGISTRATION SERIES
VOLUME 3
UNDERSTANDING YOUR CAC REGISTRATION DOCUMENTS

1.1 PURPOSE

Practical checklist to understand, verify and safeguard your CAC registration documents.

1.2 DOCUMENTS YOU SHOULD RECEIVE

- Certificate of Incorporation/Registration (where applicable)
- Status Report
- Memorandum and Articles of Association (companies)
- Registration application records
- Payment receipts

1.3 VERIFICATION CHECKLIST

- Business name is correct
- RC/BN/IT number is correct (Type your company name in CAC Public search to confirm)
- Directors/proprietor details are accurate
- Registered address is correct
- Business objects are accurate

1.4 MANAGEMENT CHECKLIST

- Download electronic copies
- Print where required
- Keep cloud backup
- Store originals securely
- Restrict unauthorized access

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1.5 When Needed

- Bank account opening
- Tax registration
- License applications
- Contract bidding
- Loans and grants

1.6 Common Mistakes

- Losing originals
- Sharing documents carelessly
- Not updating CAC after changes
- Using outdated records

1.7 Relevant Agencies

- CAC (CORPORATE AFFAIRS COMMISSION)
- NRS (NIGERIA REVENUE SERVICE)
- Relevant sector regulators

1.8 The Ridge Legal Practice Tip

- Maintain both digital and physical copies of every statutory document.

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