

REQUIRED INFORMATION FOR INCORPORATION OF COMPANY

1. **Name** – The proposed name and alternative name of the company (This will be used for the availability search).
2. **Address of registered office** – This should be an address other than a post box or private mail bag, i.e. a physical address.
3. **Nature of business** – This includes the aims and objectives of the business and sphere of operation. You can state the business you want to do now and those you expect to do in the future.
4. **Type of company** – Will it be a private or public company; business or non-business organization?
5. **Liability of the members**- whether it is limited by shares, limited by guarantee or unlimited.
6. **Share Capital** – How many shares do you want to incorporate your company with? This, to an extent, depends on the nature of your business and the industry. For small businesses and start-ups, we advise them to start with a share capital of 1,000,000 Naira.
7. **Subscribers (Shareholders)** – their names (Surname in CAPITAL), addresses, Telephone number, email, date of birth, Sex, occupation, and nationality.
8. **First directors** – their names (Surname in CAPITAL), addresses, Telephone number, email, date of birth, sex, occupation, and nationality.
9. **Secretary** – name (Surname in CAPITAL), address, Telephone number, email of the person to be appointed as secretary of the company.
10. **Restriction (if any) in the powers of the company.**
11. **Means of identification for subscribers and secretary of the company**- usually National ID, Drivers' license, Permanent Voters Card or International passport.