



## REQUIREMENTS FOR THE REGISTRATION OF REGISTRARS

Payment of:

1. application fee of N5,000.00;
2. registration fee of N100,000.00 for the company and N1,000.00 for each of the sponsored individuals.

**Submission of the following documents:**

3. 2 sets of Form SEC 2 for the registration of two sponsored individuals;
4. duplicate copies of Form SEC 4 for the function;
5. Memorandum and Articles of Association certified by the CAC, which shall include among other things, power to perform the function(s) applied for and the original copy for sighting;
6. Certificate of Incorporation and the original copy for sighting;
7. Forms CO2 & CO7 certified by the CAC and the original copy for sighting;
8. in addition to the relevant post qualification the following job experience on any of the under listed is required:  
A Legal practitioner with a minimum of 5 years post call experience;  
A school certificate holder with a minimum of 15 years working experience in a Registrar's department duly recognized by the Commission;  
B.Sc or HND or its equivalent or a higher degree with a minimum of 7 years in a Registrar's department registered by the Commission
9. latest Audited Accounts/Statement of Affairs of the company;
10. evidence of compliance with the minimum paid-up capital of N50 million for the function;
11. latest Fidelity Bond representing 20% for the function (see Rule 45);
12. sworn undertaking to keep proper records and render returns as may be specified by the Commission from time to time (to be notarized);
13. sworn undertaking to abide by SEC Rules and Regulations and ISA NO. 29 of 2007 (to be notarized);
14. Operational Manual and Organizational Chart;
15. detailed résumé of the sponsored individual(s), which should not contain any gap, all dates from secondary school must be accounted for;
16. credentials of sponsored individuals from secondary school to date including NYSC discharge certificate;
17. full postal addresses of two nominated referees, immediate previous employers and bankers of sponsored individuals; and
18. Police clearance reports on the sponsored individual(s), who should report to the Commission's Abuja or Lagos office with two passport photographs for their thumb printing.
19. Note that in the case of multiple functions, a registrant will require a minimum of three (3) sponsored individuals.

Please note that your application will be considered filed when all document(s)/Information is completed

Finally, the company will be inspected in the course of processing the application. Also note that a fair knowledge of the Commission's Rules and Regulations and ISA NO. 29 of 2007 is essential.

