

CAC REGISTRATION QUESTIONNAIRE

Client Information Sheet for Corporate Affairs Commission (CAC) Registration

Please complete every field that applies to your business. Where a section does not apply, write "N/A" rather than leaving it blank. This information will be used to prepare and file your registration with the Corporate Affairs Commission (CAC). Once completed, please either (a) sign digitally where indicated, using your PDF or Word editor's signature tool, or (b) print, sign in blue or black ink, and return a clear, fully visible scanned copy (all four corners of the page and the full signature must be legible). Once completely filled, send as an attachment via mail to the Trellis at hello@trellis.sbs

1. TYPE OF REGISTRATION

- ☐ Business Name ☐ Private Company Limited by Shares (Ltd) ☐ Incorporated Trustee (NGO / Foundation)
- ☐ Public Company Limited by Shares (Plc) ☐ Company Limited by Guarantee ☐ Other (specify below)

If "Other", please specify

2. PROPOSED BUSINESS / COMPANY NAME

List your options in order of preference. CAC will assign whichever is first available.

First choice of name

Second choice of name

Third choice of name

3. NATURE OF BUSINESS (OBJECTS)

Describe, in your own words, the main activities the business will carry out. This will be used to draft the objects clause.

Primary business activity

Secondary / additional activities (if any)

Proposed industry sector

Anticipated start date of operations

4. REGISTERED OFFICE ADDRESS

This must be a physical address in Nigeria; a P.O. Box alone is not acceptable to the CAC.

Full registered office address

State

LGA

Landmark (optional)

5. SHARE CAPITAL (FOR COMPANIES LIMITED BY SHARES)

Proposed share capital (₦)

Number of shares

Value per share (₦)

Currency of contribution, if foreign

6. DIRECTORS, SHAREHOLDERS AND SECRETARY

Provide details for every director and shareholder. If a person holds more than one role (e.g. director and shareholder), complete the fields once and indicate all applicable roles. Add extra copies of this section for additional persons.

Director / Shareholder 1

Full Legal Name

Date of Birth

Occupation

Phone Number

Email Address

Residential Address (as it will appear on record)

Nationality

Means of ID (Nat'l ID / Passport / Driver's Licence)

ID Number

Tax ID Number (TIN), if available

Phone number for BVN/NIN verification call

☐ Individual ☐ Corporate entity (attach CAC docs + resolution)

If shareholder, number of shares subscribed

% of share capital

Director / Shareholder 2

Full Legal Name

Date of Birth

Occupation

Phone Number

Email Address

Residential Address (as it will appear on record)

Nationality

Means of ID (Nat'l ID / Passport / Driver's Licence)

ID Number

Tax ID Number (TIN), if available

Phone number for BVN/NIN verification call

☐ Individual ☐ Corporate entity (attach CAC docs + resolution)

If shareholder, number of shares subscribed

% of share capital

Director / Shareholder 3

Full Legal Name

Date of Birth

Occupation

Phone Number

Email Address

Residential Address (as it will appear on record)

Nationality

Means of ID (Nat'l ID / Passport / Driver's Licence)

ID Number

Tax ID Number (TIN), if available

Phone number for BVN/NIN verification call

☐ Individual ☐ Corporate entity (attach CAC docs + resolution)

If shareholder, number of shares subscribed

% of share capital

Company Secretary (if applicable)

Full Name

Professional qualification, if any

Address

Phone Number

Email Address

7. CONTACT PERSON FOR THIS REGISTRATION*The person we should reach for queries or to collect original documents.*

Full Name

Relationship to business

Phone Number

Email Address

8. SUPPORTING DOCUMENTS CHECKLIST

Please attach clear copies of the following, as applicable to your entity type.

- ☐ Valid ID of all directors/shareholders ☐ Passport photographs of all directors/shareholders
- ☐ Utility bill for registered address ☐ Memorandum/objects (if drafted already)
- ☐ Certificate of prior name reservation (if any) ☐ Constitution/bye-laws (for Incorporated Trustees)

9. DECLARATION AND SIGNATURE

I/We confirm that the information provided above is true and accurate to the best of my/our knowledge, and I/we authorise Trellis LTD. to use this information to prepare and file our registration with the Corporate Affairs Commission.

Signature, Director / Shareholder 1

Signature (click below to type, or insert a picture of your signature)

Click or tap here to type your full name as your signature

Date (click to choose from calendar)

Click or tap to select a date

Signature, Director / Shareholder 2

Signature (click below to type, or insert a picture of your signature)

Click or tap here to type your full name as your signature

Date (click to choose from calendar)

Click or tap to select a date

Signature, Director / Shareholder 3

Signature (click below to type, or insert a picture of your signature)

Click or tap here to type your full name as your signature

Date (click to choose from calendar)

Click or tap to select a date

Return instructions:

Digital signature: sign directly in this document (or the exported PDF) using your device's signature tool, then email it back to us. Scanned copy: print, sign clearly in ink, and scan or photograph the signed page in good light so that the full signature and all text are visible, then email the file back to us. Please do not crop out any part of the signed page.