



How To Register a Private Security Guard Company In Nigeria

Description

Here is a detailed guide on how to process the incorporation/registration of a private security guard company certificate/license in Nigeria with the Corporate Affairs Commission (CAC), Nigeria Security and Civil Defence Corps (NSCDC) and other relevant agencies of Government.

Incorporate your company: The first step in registering a private security company in Nigeria is to incorporate the business with the [Corporate Affairs Commission \(CAC\)](#). This can be done by filing the appropriate online forms and paying the required fee.

Some of the necessary information required to complete the online forms are;

1. Names, residential addresses, sex, age, Nationality, phone no. and email addresses of the proposed DIRECTORS, SHAREHOLDERS, AND SECRETARY.
2. Share Capital (Which must be N10, 000,000 ordinary shares or above) Shareholding of the company (How the share capital is to be allotted to the shareholders)

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3. Main objects of the company (To include providing private security services to clients)
 4. Means of identification of the Directors and shareholders
 5. Office address of the company

Obtain a Tax Identification Number (TIN): After incorporation, the next step is to obtain a [Tax Identification Number \(TIN\)](#) from the Federal Inland Revenue Service (FIRS). This number is required for the processing of a Tax clearance certificate for NSCDC documentation and to file tax returns of the company

Register with the Nigerian Social Insurance Trust Fund (NSITF): All companies operating in Nigeria are required to register with the Nigerian Social Insurance Trust Fund (NSITF) and make contributions for the welfare of their employees. This registration can be done online on the NSITF website.

Obtain a police clearance certificate: Before applying for an NSCDC license, the company's management and proposed security personnel must obtain police clearance certificates from the Nigeria Police Force. This certificate verifies that the individual directors and security personnel have no criminal records.

Obtain an insurance cover: The Company must also obtain an insurance cover for its security personnel and operations. This can be done by contacting an insurance company and providing them with the necessary information about the company.

Apply for an NSCDC license: After completing the above steps, the next step is to apply for an NSCDC license. This can be done by visiting the nearest NSCDC office and

submitting an application along with the following documents:

- Application for private guard license addressed to the Commandant General
- Evidence of company registration with a minimum of N10, 000,000 authorized share capital and a minimum of 3 directors. One of the directors must be a retired military officer or a top ranking retired police officer.
- CTC of Memorandum and Article of Association (2 copies)
- Photocopies of certificates of incorporation (2 copies)
- Payment of prescribed fees
- Tax Clearance Certificate
- Statement of account
- Letter from a legal adviser
- Letter from an auditor
- Proposed training program
- Proposed salary structure
- Veterinary certificate (optional)
- Personal History Statement (PHS) forms at One Hundred Thousand Naira (N100, 000) only. All directors must obtain one.
- Credentials of directors (2 copies) to be attached with PHS form.
- Letter from bankers
- Eight (8) passport photographs for each of the Directors
- Eight (8) full photographs (postcard 5 x7 inches) of each of the Directors with a white background, with five fingers print and signature signed at the back of the postcard (photograph) in the presence of Nigeria Security and Civil Defence Corps Officers.
- Photocopy of the signature page of the Directors international passport or National ID Card or Driver's License and this should be stapled at the back cover of the file jacket.,
- PHS form must be adequately filled by the Directors stating Nil or Not Applicable to portions they do not have answers to and no column should be left unfilled.
- Attestation letters from referees for each Directors
- One uniform sample with a photograph of a guard in Uniform (2 copies). All uniforms and accoutrement must not have the semblance of any government agency or similar to any other PGCs.
- Application fee of N500, 000 (Five Hundred Thousand Naira).

Licensing Category and Fees- there are two categories of license. Separate licensing applicable for the categories are as follows:

For category A, you can have more than 3,000 guards. But apart from the application, you shall also pay N3, 000,000 (Three Million Naira) license fee

For category B, you cannot have more than 3,000 guards. The license fee is the sum of N2, 500,000 (Two Million Five Hundred Thousand Naira).

Attend an interview with NSCDC: Once the application and required documents have been submitted, the NSCDC will schedule an interview with the company's management to discuss the proposed security operations and ensure that the company meets the necessary standards.

Undergo training: After the interview, the company must ensure that its security personnel undergo the necessary training and pass the NSCDC qualifying examination. This training will include topics such as security operations, weapons handling, and civil defence laws.

Pay the required fee: The NSCDC will then issue the license after the required fee is paid. This fee has been prescribed above.

Renew the license: The license must be renewed annually by paying the renewal fee and submitting a list of security personnel and their training records to the NSCDC.

It is important to note that the company is not allowed to provide security service without obtaining NSCDC License and also all security personnel must be trained and certified by the NSCDC.

Additionally, it is important to comply with all relevant laws and regulations, including labour laws and regulations related to the welfare of security personnel.

It is important to consult with the relevant authorities to ensure that you are meeting all of the necessary requirements and to keep in mind that laws and regulations may change over time.

Category

1. Corporate Matters

ICA (Ibe Chido & Associates)