

Registering an NGO/Association in Nigeria: Requirements, Procedure, and Cost.

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Description

Registering a Non-Governmental Organisation (NGO)/Association under Incorporated Trustees in Nigeria is a crucial step for legal recognition and operational legitimacy.

This guide provides a comprehensive overview of the requirements, process, procedure, and costs associated with registering an NGO/Association under Incorporated Trustees, emphasising the entirely online nature of the process.

Requirements for Registering an NGO/Association in Nigeria.

To register an NGO/Association under Incorporated Trustees in Nigeria, the following requirements must be met:

1. **Proposed Name:** Choose a unique name for the NGO/Association , ensuring it is not similar to any existing organisation.
2. **Trustees:** Minimum of 2 trustees (with their personal details such as email address, Phone Number, Residential addresses etc) who must be at least 18 years old and of sound mind.

3. **Objectives:** Clearly defined objectives and scope of operations of the NGO/Association .
4. **Registered Address:** A physical address in Nigeria where the NGO/Association will be registered.
5. **Identification Documents:** Valid identification documents for trustees, such as a national ID card, international passport, or driver's license.
6. **Constitution:** A detailed constitution of the NGO/Association outlining its governance structure and operations.

Online Registration Process

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The Corporate Affairs Commission (CAC) of Nigeria facilitates the entire registration process online. Here is a step-by-step guide:

1. **Create an Account on the CAC Portal:**

- Visit the CAC website (www.cac.gov.ng) and create an account.
- Provide a valid email address and phone number to receive updates.

2. **Name Reservation/Registrar General's Consent:**

- Log in to the CAC portal and submit a request for the name reservation/RG's Consent. The cost is N5,000.
- Once the name is reserved, it is automatically set aside for registration.

3. **Complete Pre-incorporation Online Forms:**

- Fill out the necessary Online application form for Registration of Incorporated Trustees.

4. **Upload Required Documents:**

- Upload scanned copies of identification documents, signatures, and passport-sized photographs of trustees.
- Upload the constitution details of the NGO/Association on the Pre-registration portal.

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5. **Publication in Newspapers:**

- The names of the trustees must be published in at least two national newspapers to invite any objections from the public. This step ensures transparency and allows for public scrutiny.

6. **Payment of Filing Fees:**

- Pay the required fees online via the CAC portal using a credit card or other electronic payment methods.

7. **Submission and Processing:**

- Submit the completed forms and documents online.

- The CAC will review the submission, and if all requirements are met, the NGO will be registered.

8. **Certificate of Registration:**

Once approved, the CAC will issue a Certificate of Registration, along with a unique registration number for the NGO.

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Procedure for Registering an NGO/Association.

1. **Obtain Digital Signature:**

- Trustees must obtain a digital signature for signing electronic documents.

2. **Filing of Registration Documents:**

- Ensure all forms and documents are accurately filled and uploaded to avoid rejections.

Cost Summary of Registering an NGO/Association in Nigeria

Service	Cost (Nai
Name Reservation/Registrar General's Consent	5,000
Registration of Incorporated Trustees	30,000

Publication in Newspapers (approx.)	10,000 – 2
Professional Fees (Legal practitioner)	Varies (app
Total Estimated Cost	225,000 –

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Registering an NGO/Association in Nigeria is a streamlined process facilitated entirely online by the Corporate Affairs Commission.

By following the outlined steps and meeting all requirements, organisations can successfully register and commence their operations legally.

The cost summary provides a clear overview of the expected expenses, ensuring transparency and ease of planning for prospective NGOs.

Registering an NGO/Association not only establishes legal recognition but also enhances credibility, opens up opportunities for funding, and promotes overall growth in Nigeria's vibrant non-profit sector.

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