

# Requirements for Bi-Annual Statement of Affairs

Section 845 (1) of the Companies and Allied Matters Act 2020 (CAMA) and Regulation 32 of the Companies Regulations 2021 (as Amended).

Trustees should submit the Statement on the Company Registration Portal (CRP).

CRP link: <https://pre.cac.gov.ng/home>

Entity Account Form:  
<https://www.cac.gov.ng/wp-content/uploads/2021/02/APPLICATION-FORM-FOR-CREATION-OF-CRP-ACCOUNTS.pdf>



Creation of Entity Electronic Account	Company Registration Portal.	Bi-Annual Statement of Affairs	Organisational Processes for compliance.
<p>Search organisations status at <a href="https://search.cac.gov.ng">https://search.cac.gov.ng</a></p> <p>Apply to the Commission</p> <p>Allow the Entities to submit documents and statutory returns to the Commission by electronic means</p> <p>Administered by an officer of the Entity (“the Authorised Officer”) designated by the majority of the Trustees inline with S101 of CAMA</p>	<p>Electronic registration for pre and post incorporation. CPR replaced manual submission since March 2021 <a href="https://pre.cac.gov.ng/home">https://pre.cac.gov.ng/home</a></p>	<p>Requirement to file by Section 845 (1) and Regulation 32 of the Companies Regulations 2021 (as Amended).</p> <p>Statements are required to cover the respective periods of January 1st to June 30th and July 1st to December 31st of every year.</p> <p>The timelines for filing of the Statements are not later than <b>July 15th</b> (for the Statement ending June 30th) and <b>January 15th</b> (for the Statement ending December 31st).</p>	<p>Dedicated finance officer with experience in accounting.</p> <p>Organisational bank account (electronic banking)</p> <p>Asset register (with cost associated).</p> <p>Cashbook record.</p> <p>Implement cashless policy along with good internal controls.</p> <p>Records of Trustee meeting designating authorised officer.</p>
<p>Duly completed Application Forms should be forwarded to the Commission by courier addressed to the <b>Registrar General or hand delivered if based in Abuja.</b> Upon creation, the notice would be sent to the Trustees and authorised officer by e-mail</p> <p>Copy of any recognized and valid means of photo identification for the Authorised Officer attached to application. <b>NIN only from 2023.</b></p>		<p>Trustees should submit the Statement on the Company Registration Portal (CRP)</p> <p><b>Filings made after the respective timelines shall attract daily penalty against each Trustee for every day during which the default continues and in accordance with the provisions of Section 845 (2), CAMA.</b></p>	<p>Record of Trustee meeting that reviewed the bi-annual statement of affairs document and approved for submission.</p> <p>Sources of funding records.</p>
<p>Any Trustee or Officer can be designated as Authorised Officer.</p> <p>Authorised Officer may create Sub-Administrators for the Entity’s Electronic Account.</p> <p>Trustees can change Authorised Officer from time to time..</p>		<p>Income of the Association during the year. by:</p> <p><b>Income type</b>  Subscription/Contribution  Donations/Grants , Others</p> <p><b>Liabilities type</b>  Judgement, Contract, Estimated liabilities , Others</p> <p><b>Assets</b>  Cash at bank, cash at hand, Others.</p>	