Navigating Business Registration in Nigeria

CAC Registration Toolkit: Step-by-Step Business Setup Checklist

This checklist toolkit is designed to guide you through the process of registering a business in Nigeria via the Corporate Affairs Commission (CAC) portal. By following these steps, you can ensure that you complete every stage correctly and avoid unnecessary delays.

1. CAC Account Setup Toolkit

Before you begin the business registration process, you need to create an account on the CAC Company Registration Portal (iCRP).

Account Setup Checklist

- □ Visit the CAC portal: services.cac.gov.ng
- □ Click **Create Account**
- □ Enter your email address and phone number
- □ Create a secure password
- □ Verify your email address
- □ Enable Two-Factor Authentication (2FA)
- □ Log in to access your CAC dashboard

With your account active, you can start the business name reservation process.

2. Business Name Reservation Toolkit

The first official step in registering a business in Nigeria is reserving a unique business name.

Name Reservation Checklist

- □ Log in to your CAC dashboard
- □ Click **Name Reservation**
- □ Select **Business Classification**
- □ Choose **Business Type** (e.g., Sole Proprietorship)
- □ Enter your proposed business name

- □ Select the nature of business
- □ Click **Check Availability**
- □ If available, proceed to payment
- □ Receive your Availability Code (AV Code)

Your AV Code is necessary to continue the registration process.

3. Business Name Registration Toolkit

Once your name reservation is approved, you can complete the business name registration process.

Registration Checklist

- □ Log in to your CAC dashboard
- □ Click **Registration**
- □ Select **Register New Business**
- □ Enter your AV Code
- □ Enter your business email address
- □ Enter the business address
- □ Enter the date of business commencement

4. Proprietor Information Toolkit

During registration, CAC requires information about the business owner.

Proprietor Details Checklist

- □ Enter the proprietor's full name
- □ Enter date of birth
- □ Enter nationality
- □ Enter occupation
- □ Enter residential address

Document Upload Checklist

- □ Means of identification (NIN, Passport, Voter Card, etc.)
- □ Passport photograph
- □ Signature sample

Click **Add Proprietor Document** to upload and save each document.

5. Application Review Toolkit

Before submitting your registration application, carefully review all information.

Application Review Checklist

- □ Confirm business name spelling
- □ Confirm proprietor information is correct
- □ Confirm uploaded documents are clear
- □ Confirm business address is accurate
- □ Review details on the Preview Page

If everything is accurate, proceed to payment.

6. Payment and Submission Toolkit

After completing the form, the final step is submitting the application.

Submission Checklist

- □ Click **Proceed to Payment**
- □ Pay through Remita
- □ Confirm payment success
- □ Submit application

Once submitted, the system will process your application.

7. Registration Status Toolkit

You can track your application progress from your CAC dashboard.

Status Monitoring Checklist

- □ Log in to the CAC portal
- □ Open your application dashboard
- □ Check the status of your application

Possible statuses include:

- **Pending** – Application under review
- **Queried** – CAC requests corrections
- **Approved** – Registration completed

If approved, you can download your certificate.

8. Certificate Download Toolkit

Once your registration is approved, you will receive your official CAC documents.

Certificate Download Checklist

- □ Log in to your CAC dashboard
- □ Click **Action → Approved Application**
- □ Download **Certificate of Registration**
- □ Download **Status Report**

These documents confirm that your business is legally registered in Nigeria.

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