**CORPORATE REGISTRATION**

**Requirements for Processing Trademark**

1. Company name
2. Company Address
3. Phone number and email of contact person
4. Trademark name

**Requirements for Processing Patent**

1. Applicant’s Name, Address, Phone Number & Email Address
2. Investor’s Name, Address, Phone Number & Email address
3. Innovation/invention document

**Requirements for the Registration of a Company/Enterprise**

* Availability Search (2 desired names of Company in order of priority)
* Particulars of Proprietor(s) such as Title & Full Name, Date of Birth, Address with street number and LGA, Occupation, Gender, Nationality, Phone number, e mail address. Note that a Proprietor should not be a minor and number of Proprietors should not be less than 2.
* Title & Full Name, Date of Birth, Address with street number and LGA, Occupation, Gender, Nationality, Phone Number, Email Address.

**Requirements for the Incorporation of a Limited Liability Company**

* Availability Search (2 desired names of Company in order of priority)
* Particulars of Directors such as Title & Full Name, Date of Birth, Address with street number and LGA, Occupation, Gender, Nationality, Phone number, e mail address. Note that director should not be a minor and number of directors should not be less than 2.
* Title & Full Name, Date of Birth, Address with street number and LGA, Occupation, Gender, Nationality, Phone number, email address.
* Total shares of company. Percentage of shares to be allotted to each shareholder
* Particulars of Secretary as above
* Address of company with Street number and local government
* Objects of the Company.
* All Directors and Shareholders will provide a photocopy of means of identification such as drivers licence, voters card, national identity card or international passport. Minors who are shareholders will provide photocopy of birth certificate.

**Requirements for Registration of Incorporated Trustees-**

**(non-profit- NGOs, organisations, Associations,**

**Churches, Ministries, etc)**

* Availability Search (2 desired names for the Organization/Association/ Ministry).
* Particulars of Trustees (Title & Full Name, Address (with street number and local government), Occupation, Nationality, Gender, Date of Birth, Phone number, Email Address), Two passport photograph of each of the trustees and photocopy of means of identification (driver’s license, voter’s card, national id card or international passport).Note that the trustees should not be a minor, trustees should not be less than 2 and not more than 10.
* Aims and Objectives of the Association/Organization/Ministry.
* Head Office Address of Association/Organization/Ministry with street number, local government and Phone number.
* Details of Chairman and Secretary of Board of Trustees. (Chairman and secretary will be part of the trustees.
* 10 names of other members of the Association/Organization/Ministry different from the trustees.