

CORPORATE AFFAIRS COMMISSION



FORM CAC/IT 1

INCORPORATED TRUSTEES APPLICATION FORM

NAME OF THE ASSOCIATION.....

.....

REGISTERED OFFICE ADDRESS.....

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AIMS AND OBJECTS OF THE ASSOCIATION

THE FULL NAME, PERMANENT ADDRESSES AND OCCUPATION OF THE TRUSTEES

1.

Name:				
Sex:		Age:		Tel. No.:
Nationality:				
Permanent Address				
City:			State:	
Occupation:			E-mail:	

Signature: _____

Date: _____

2.

Name:				
Sex:		Age:		Tel. No.:
Nationality:				
Permanent Address				
City:			State:	
Occupation:			E-mail:	

Signature: _____

Date: _____

3.

Name:				
Sex:		Age:		Tel. No.:
Nationality:				
Permanent Address				
City:			State:	
Occupation:			E-mail:	

Signature: _____

Date: _____

4.

Name:				
Sex:		Age:		Tel. No.:
Nationality:				
Permanent Address				
City:			State:	
Occupation:			E-mail:	

Signature: _____

Date: _____

5.

Name:				
Sex:		Age:		Tel. No.:
Nationality:				
Permanent Address				
City:			State:	
Occupation:			E-mail:	

Signature: _____

Date: _____

6.

Name:					
Sex:		Age:		Tel. No.:	
Nationality:					
Permanent Address					
	City:			State:	
Occupation:			E-mail:		

Signature: _____

Date: _____

7.

Name:					
Sex:		Age:		Tel. No.:	
Nationality:					
Permanent Address					
	City:			State:	
Occupation:			E-mail:		

Signature: _____

Date: _____

8.

Name:					
Sex:		Age:		Tel. No.:	
Nationality:					
Permanent Address					
	City:			State:	
Occupation:			E-mail:		

Signature: _____

Date: _____

9.

Name:					
Sex:		Age:		Tel. No.:	
Nationality:					
Permanent Address					
	City:			State:	
Occupation:			E-mail:		

Signature: _____

Date: _____

10.

Name:					
Sex:		Age:		Tel. No.:	
Nationality:					
Permanent Address					
	City:			State:	
Occupation:			E-mail:		

Signature: _____

Date: _____

PARTICULARS OF SECRETARY

Surname:					
Other Names:					
Accreditation No. (if applicable)					
Address (In case of Corporate the Registered or Principal Address)					
		City:			State:
P. O. Box		E-mail		Tel. No.	

THE IMPRESSION OF THE COMMON SEAL

ENCLOSURES

(a) Copy of the Relevant Minutes of the Meeting whereat the Trustees were appointed and Special Clause Rule adopted for incorporation into the Constitution.

(b) Details of current or past affiliation with any existing organisation/association

YES NO

Signature of Chairman

Signature of Secretary

Name of Chairman & Tel. No.

Name of Secretary & Tel. No.

Note:

If there is insufficient space on the form to provide any information required, please attach a separate sheet containing the information set out in the prescribed form

Presented for filing by:

Name: _____ Accreditation No. (if applicable): _____

Address: _____

Tel. No. & E-mail: _____ Signature & Date: _____

THE CONSTITUTION OF

PREAMBLE

We, the members of _____
a not for-profit and non-political organisation do firmly and solemnly resolve to provide for ourselves
a constitution and to be governed by the provisions therein contained.

ARTICLE 1: NAME

The name of the Association is 'INCORPORATED TRUSTEES OF

ARTICLE 2: ADDRESS

The Address of the Association shall be:

ARTICLE 3: AIMS AND OBJECTIVES

The aims and objectives of the association are:

1. _____

2. _____

3. _____

4. _____

5. _____

ARTICLE 4: TRUSTEES

(A) The Trustees of _____ for the purpose of the Companies and Allied Matters Act no. 1 of 1990, shall be elected at a General Meeting charged with responsibility of selecting the Trustees with 2/3 majority votes of members present.

(B) Such Trustees (Hereinafter referred to as, "The Trustees") shall not be less than _____ and more than _____ in number.

(C) A Trustee may hold office for _____ but shall cease to hold office if he:

- Resigns his office
- Ceases to be a member of the registered Trustees of the body.
- Becomes insane
- Is officially declared bankrupt
- Is convicted of a criminal offence involving dishonesty by a Court of competent jurisdiction
- Is recommended for removal from office by a board of Governors and Trustees majority vote of members present at any General Meeting of the body
- Ceases to reside in Nigeria

(D) Upon a vacancy occurring in the number of Trustees a General Meeting will be held to appoint another eligible member of the Association.

ARTICLE 5: COMMON SEAL

(A) The Trustees shall have a Common seal.

(B) Such Common seal will be kept in the custody of the _____ who shall produce it when required for use by the Trustees.

(C) All documents to be executed by the Trustees shall be signed by such number of them and sealed with the Common seal.

ARTICLE 6: MEETINGS

6.1. For effective administration of the Association there shall be the following meetings:

1. _____
2. _____
3. _____
4. _____

6.2. The quorum for the meetings shall respectively be:

1. _____
2. _____
3. _____
4. _____

ARTICLE 7: GOVERNING BODY

ARTICLE 8: SOURCES OF INCOME

The sources of income for the Association shall include:

1. _____
2. _____
3. _____
4. _____

ARTICLE 9: DISBURSEMENT AND APPLICATION OF FUNDS

ARTICLE 10: KEEPING OF ACCOUNT

The Association shall ensure the accurate keeping of record of all income and expenditure

ARTICLE 11: APPOINTMENT OF AUDITOR(S)

1. Independent qualified and licenced Auditors shall be appointed by the general meeting to audit the financial records of the Association annually and submit an audited report to the Annual General Meeting of the Association.
2. The audited financial statements (balance sheet and income and expenditure account) duly certified by independent auditors shall be annexed to the annual returns and file with the Corporate Affairs Commission.

ARTICLE 12: AMENDMENT OF CONSTITUTION

The Association may alter the provision of its Constitution at a General meeting by a resolution passed by a simple majority of its members and approved by the Commission.

ARTICLE 13: SPECIAL CLAUSE

(1) THE INCOME AND PROPERTY OF _____ shall be applied solely towards the promotion of the objective of the body as set forth in this RULES AND REGULATION/CONSTITUTION: and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the Association.

(2) PROVIDED that nothing herein shall prevent the payment in good faith, or reasonable and proper remuneration to any officer or servant of the Association in return for any service actually rendered to the Association:

- a. With the exception of ex-officio members of the Governing Council, no member of the Council of Management or Governing Body shall be appointed to any salaried office of the Association or any office of the Association paid by fees; and
- b. No remuneration or other benefit in money or money's worth shall be given by the body to any member of such Council or Governing Body except repayment of out of pocket expenses or reasonable and proper rent for premises demised, or let to the Association or reasonable fees for services rendered.

(3) If in the event of a winding up or dissolution of the corporate body if there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association but shall be given or transferred to some other institutions, having objects similar to the object of Association, such institutions to be determined by the members of the Association at or before the time of dissolution.

(4) If effect cannot be given to the aforesaid provisions, then the remaining property shall be transferred to some charitable object.

Dated this _____ day of _____ 20_____ .

Signature of Chairman

Signature of Secretary & Date

Name of Chairman & Tel. No.

Name of Secretary & Tel. No.