

# Nigeria

## Individual - Tax administration

Last reviewed - 14 April 2025

### Taxable period

The taxable year is the fiscal year, which runs from 1 January to 31 December.

### Tax returns

Returns should be filed with the relevant tax authority within 90 days of the end of the fiscal year.

Taxpayers with an income of NGN 30,000 (NGN 70,000 effective from 1 May 2024) or less are not required to file tax returns.

Every employer is required to file a return of all emoluments paid to its employees not later than 31 January of every year in respect of all employees in its employment in the preceding year.

### Payment of tax

Pay-As-You-Earn (PAYE) tax must be remitted on or before the 10th day of the month following the month in which salaries were paid.

### Tax audit process

The relevant State Internal Revenue is empowered by law to collect taxes on income of individuals, except the following persons, who are assessed to tax by the Federal Inland Revenue Service:

- Persons employed by the Nigerian Army, Navy, Air Force, and Police Force, other than in a civilian capacity, and officers of the Nigerian Foreign Service.
- Every resident of the Federal Capital Territory.
- Persons not resident in Nigeria who derive income or profit from Nigeria.

Apart from the above, no tier of government has legal authority to impose tax on the income of individuals.

## Introduction

Doing business in Nigeria is definitely not something to be taken lightly, but it's also not rocket science. If you have investments and business plans for Nigeria, it would be smart to have all the necessary information before beginning. There are many questions that investors ask when they are considering doing business in Nigeria. Some common questions are, "Is Nigeria good for doing business?", "What agency oversees the registration of businesses in Nigeria?". Let's take a look at the answers to these questions and how investors should approach doing business in Nigeria.

### QUESTIONS INVESTORS ASK

#### BEFORE STARTING YOUR BUSINESS IN NIGERIA

Starting a business is no easy feat and the most critical part of starting a business is the questions you ask. Below are some of the questions investors ask before starting a business in Nigeria and their answers:

1. Is Nigeria good for business?

Yes, it is one of the biggest economies in Africa. A land full of opportunities and there are measures put in place for ease of doing business in Nigeria.

2. Is Nigeria safe for business?

Yes, Nigeria is safe for doing business. Just like any environment, you need to be cautious and avoid risky areas and take appropriate measures to stay and remain safe. But largely Nigeria is a beautiful country.

3. What are the business opportunities in Nigeria?

There are a lot of business opportunities in Nigeria ranging from manufacturing, agric and agribusiness, FINTECH, restaurant and fast food, retail and consumer, trade and import of general goods and services among others.

4. What are the profitable businesses to start in Nigeria?

Nigeria has a demand for various goods and services, due to its population size. Nigeria is a business-friendly economy, what you need to do is start a business in an area, work hard towards and make it profitable.

5. What is the best business to start in Nigeria?

Businesses in tech space, farming, agribusiness, food and cosmetics, fashion, manufacturing, services, and a host of others

## BUSINESS REGISTRATION

Business registration is a process that usually takes a few days, but before you start the registration process, you will want to make sure you have all the necessary information. Here are a number of questions you may find yourself asking when you want to register your business:

6. What agency oversees the registration of businesses in Nigeria?

CAC (Corporate Affairs Commission)

7. Who can register a business in Nigeria?

A Nigerian citizen and foreigner

8. Can a foreigner register a business name?

No, registration of a Business Name is a form of business category that is reserved for only Nigerians

9. Is there a required share capital for foreign-owned businesses in Nigeria?

Yes, the minimum share capital is 10,000,000 naira

10. Do I need a business permit as a foreigner to work and carry out business in Nigeria?

Yes, a foreigner needs a business permit

11. What are the various types of businesses I can register in Nigeria?

The various types or forms of businesses in Nigeria are – Business name, limited liability, partnerships, and incorporated trustees

12. How long does it take to register a business in Nigeria?

It takes an average of between 1-3 weeks to register a business in Nigeria

13. What is the benefit of registering a business in Nigeria?

Registering your business in Nigeria creates a legal personality that will help you get access to government grants & investors

14. How many directors is a company required to have in Nigeria?

A private company is required to have a minimum of one director, however, a company limited by guarantee is required to have a minimum of two directors

15. Can a partnership be registered?

Yes.

16. How do I decide the type or form of business I should register in Nigeria?

You need to consider the goal, nature of business, long term plan of your business and most importantly seek professional advice.

17. When can I register a group of companies in Nigeria?

You must have previously registered at least three companies with CAC to form the group of companies.

Read Also: Starting a Business in Ghana

18. Are there restrictive and prohibited business names for businesses in Nigeria?

Yes, they include a name already registered or similar to names already registered; names that contain the words 'Chamber of Commerce' unless it is a company limited by guarantee; names contrary to public policy or misleading; names that include the word "Federal", "National", "Regional", "State", "Government", or any other word which in the opinion of the Commission suggests or is calculated to suggest that it enjoys the patronage of the Government of the Federation or the Government of a State in Nigeria, as the case may be, or any Ministry or Department of Government; "Municipal" or "Chartered" or in the opinion of the Commission suggests, or is calculated to suggest, connection with any municipality or other local authority; contains the word "Co-operative" or the words "Building Society"; contains the word "Group" or "Holding

19. How long can I reserve my business name before registration?

60 days

20. Can I convert my business name registration into a company?

Yes, a business name can be converted into a company limited by shares

21. What is the minimum authorized share capital in Nigeria?

100,000 naira for private companies but it is advisable to make it 1,000,000 because the fees for registration are the same and not having to go through the stress of an increase in share capital so soon in the business especially when investors make offers in exchange for equity. The minimum authorised share capital is 2,000,000 naira for public companies.

22. Is a private company permitted to invite the public to subscribe to its shares?

No.

23. Can foreigners own up to 100% equity in any business in Nigeria?

Yes, except those on the negative list.

24. What are prohibited business activities on the negative list?

They include – the production of arms, ammunition, etc.; production of and dealing in narcotic drugs and psychotropic substances; production of military and para-military wears and accouterment, including those of the Police and the Customs, Immigration and Prison Services; and such other items as the Federal Executive Council may, from time to time, determine.

25. How do I sign the registration documents with CAC if I am not physically located in Nigeria?

CAC uses electronic documents, so you need not be around to fill out the forms. The certificate is also electronically generated

26. What business names are prohibited from being used as business names in Nigeria?

Names containing chamber of commerce except it is a company limited by guarantee, a misleading name, a name identical to the one already registered, a name that conflicts with an existing trademark, a name that can disrupt public peace or national security

27. What are the requirements for registering a business name in Nigeria

Two Proposed names of the Business for reservation and approval.

Indicate if you have applied or reserved your business name, if yes provide the availability code

General nature of Business

Detailed address of the registered office

Detailed address of the head office if different from the registered office

Detailed address of branch office if any

Telephone number and email address of Business

upload passport photograph, signature, and valid ID of the proprietor (s)

Name, residential address (indicate if you want your address concealed, note that this comes at an extra fee), service address, occupation, gender, Nationality, date of birth, nationality, email address, phone number of the proprietor (s)

28. What are the requirements for registering an NGO in Nigeria

Two proposed names for reservation

Indicate if you have applied or reserved your business name, if yes provide the availability code

Detailed address of the registered office

Detailed address of the head office if different from the registered office

Detailed address of branch office if any

Aims and objectives of the organization

Source of the organisation's funds

Two copies of the organization's constitution

Name, address, and gender of the Trustees (minimum of two trustees)

Upload valid ID, passport photograph, and signature of the Trustees

Name, address, gender, and Nationality of the Chairman and Secretary

Upload valid ID, passport photograph, and signature of the Chairman and secretary

Upload Minutes of meetings or resolutions appointing the trustees including lists of members and the voting patterns or you can request a sample

29. What are the requirements for registering a company limited by shares in Nigeria?

Two proposed names of the company for reservation and approval

Indicate if you have applied or reserved your business name, if, yes provide the availability code

General nature of the Business of the company

Detailed address of the registered office

Detailed address of the head office if different from the registered office

Detailed address of branch office if any

Telephone number, postal code & Email address of the company.

Name, address, phone number, nationality, occupation, gender, and email address of the witnesses

Upload passport photograph, Valid ID, and signature of the witness

Name, email address, gender, date of birth, service, tax residency, Nationality, occupation, and residential addresses of the shareholders

Upload passport photograph, Valid ID, and signatures of the shareholders

Name of someone who you want to have significant control of the company (this person must have at least 5% shares of the company)

Name, service and residential address, occupation, gender, date of birth, nationality, email address, phone number, and tax residency, of Directors of the company (minimum of one director for a small company)

Upload passport photograph, Valid ID, and signature of the Directors  
Name, service and residential address, occupation, gender, date of birth, nationality, email address, and phone number of the secretary (if any)

Upload passport photograph, Valid ID, and signature of the secretary (if any)  
The type of shares issued (ordinary or preferential) What kind of shares are issued, is it ₦ 1 to 1



share (if different indicate) Do you want to use the generic Memorandum and Article of Association, yes or no

If not, upload yours or we can prepare one for you at an extra fee

Letter of no objection for a company limited by guarantee comes at a different cost depending on the industry it is registered in

30. What are the requirements for registering an Incorporated Trustee in Nigeria?

Two proposed names for reservation

Indicate if you have applied or reserved your business name, if yes provide the availability code

Detailed address of the registered office

Detailed address of the head office if different from the registered office

Detailed address of branch office if any

Aims and objectives of the organization

Source of the organisation's funds

Two copies of the organization's constitution

Name, address, and gender of the Trustees (minimum of two trustees) Upload valid ID, passport photograph, and signature of the Trustees

Name, address, gender, and Nationality of the Chairman and Secretary Upload valid ID, passport photograph, and signature of the Chairman and secretary

Upload Minutes of meetings or resolutions appointing the trustees including lists of members and the voting patterns or you can request a sample

31. What is the cost of registering a business name in Nigeria?

₦ 25,000 ...get help here

32. What is the cost of registering a company in Nigeria?

₦ 80,000... get help here

33. What is the cost of registering an NGO in Nigeria

₦ 120,000

34. Can I register my business online in Nigeria?

Yes.

## IMMIGRATION

Foreign investors and business owners are often concerned about the immigration process in Nigeria. Here are some of the most commonly asked questions regarding immigration in Nigeria and their answers:

35. What is an Expatriate Quota in Nigeria?

It is a form of approval granted to companies and registered firms to employ the services of expatriates in Nigeria

36. What organization grants expatriate quota and business permits in Nigeria?

The Ministry of Interior grants expatriate quotas

37. What are the requirements for obtaining a Nigerian business visa?

Passport valid for at least 6 months with at least 2 blank visa pages for endorsement

Two (2) recent passport-sized (35x40mm) photographs Return Ticket

Evidence of sufficient funds

Evidence of hotel reservation/host address in Nigeria

38. How long does it take to obtain a Nigeria Business visa?

If you have a business visit to Nigeria, we can help you obtain a visa on arrival in 48 hours.

39. What is the cost of a Nigerian Business visa?

Nigeria visa depends on the nationality of the person..... get help here  
<https://firmusnigeria.com/how-to-obtain-visa-on-arrival-in-nigeria>

40. What is the validity period of a business visa?

90 days

## POST-INCORPORATION/BUSINESS REGISTRATION

Investors frequently ask about certain processes they need to go through after registering their business. Some of these are:

41. Is there any other license required after registering my business with CAC?

Yes, this depends on the type of business activity you are carrying out.

42. What are annual returns?

It is a mandatory annual report or business renewal that is required of all business owners to be filed at the CAC office, in Nigeria.

43. Is there a penalty for not filing an annual return?

Yes, the penalty of annual returns includes paying fines, having your business inactive on CAC, having your business struck out of the CAC register, being denied a visa when using your business document to apply

44. When is a business required to file an annual return?

Every business is required to file its annual returns a year after incorporation

45. What is the benefit of filing annual returns?

Filing annual returns helps your business maintain an active status on the CAC portal, it also encourages investors to invest in your business, and ensures your business is not removed from the CAC register.

46. Can CAC revoke the certificate of a business?

Yes, if the CAC discovers that the certificate was obtained through fraudulent means

47. Is my business required to file annual returns even though we have not commenced operations- yes

## TAX

One of the most important aspects which every investor should understand is how tax works in Nigeria. The following section will answer some of the most frequently asked questions about tax in Nigeria.

48. What is TIN?

TIN simply means 'Tax Identification Number

49. What is the purpose of TIN in Nigeria?

It is needed for payment of taxes and when opening a corporate account in Nigeria

50. What is VAT?

VAT simply means Value Added Tax

51. How do I know if my business is liable to pay VAT?

Payment of VAT is for organisations that carry out business in Nigeria either as a producer, wholesale trader and or supplier of taxable goods and services

52. Are tax holidays available for foreign-owned businesses in Nigeria?

Yes, if such a company has been registered with the NIPC

53. What is tax ProMax?

This is a tax administration solution for filing naira-denominated tax returns

54. What is the process of obtaining a Tax Clearance Certificate in Nigeria?

Firstly, register your business with CAC, obtain TIN, and Apply for tax clearance from Federal Inland Revenue Service

## BANK ACCOUNT OPENING

It's easy to open a bank account in Nigeria, and there are several banks that offer affordable opening fees. Here are some questions you may have about opening a bank account in Nigeria:

55. What documents do I need to open a corporate bank account in Nigeria?

CAC documents, TIN, SCUML Certificate, BVN, NIN, utility bill and any other documents the bank may require.

56. What documents do I need to open a personal bank account in Nigeria?

BVN, NIN, utility bill and any other documents the bank may require

57. How long does it take to open a bank account in Nigeria?

There is no specific time, but it can be as fast as possible (2 to 5 days) depending on the verification system.

58. Can a foreigner open and operate a foreign currency account in Nigeria?

Yes, a foreigner can open and operate a foreign currency account in Nigeria.

59. Can a foreigner transfer funds out of Nigeria?

Yes, a foreigner can transfer funds outside Nigeria freely after providing all necessary invoices and transactional documentation to the bank.

60. What is the meaning of SCUML in Nigeria?

SCUML means, Special Control Unit Against Money Laundering

61. Who needs a SCUML certificate- non-designated financial institutions

Conclusion

Nigeria is a country with huge potential for investors. We hope this article has helped you understand some of the laws and customs surrounding business and immigration in Nigeria. Please feel free to ask further questions, as we shall endeavour to get them answered from our various contacts. When it comes to legal services and advisory, we provide the best options for companies planning to do business.

Trademark registration in Nigeria is regulated by the Trademark Act LFN 1990. Trademark registration protects a brand/trade name, slogan, label, domain name, shape, colour, logo, etc from competitors and other firms using same or similar name. It relatively distinguishes and

protects a trade symbol from others and prevents others from violating or copying the uniqueness of the registered trademark.

### **What are the procedures for registering trademark in Nigeria?**

1. Conduct trademark name search to ascertain the availability of the trade name.
2. Complete trademark application form and submit the application to CAC. A trade name search can also be done after the application has been sent.
3. An acknowledgment letter is issued after a favourable search, and it serves as initial evidence of an ongoing trademark registration.
4. An acceptance letter will be issued for trademark publication
5. The trademark will be published on a trademark journal to enable any pre-existing trademark (but not registered) to stop the registration within two (2) months of publication. In absence of any opposition or opposition query resolved, a certificate of registration will be issued and granted, proving all processes are completed.

### **What are the requirements for registering a trademark in Nigeria?**

1. The applicant information i.e., company or individual name, nationality, office, or home address, contact number, passport photographs and the class of good or services sought to be registered.
2. The signature of the applicant
3. Invented word(s), logo, symbol to be proposed for trademarking (More than three names can be proposed by you for application to avoid the stress of going back and forth)

### **What are the requirements for registering a trademark in Nigeria?**

Trademark registration may take up to 1 year to be fully completed. However, upon the issuance of an acceptance letter in about 4 to 6 weeks of start date, you are guaranteed of the protection you need to be able to trade in your goods or services. Each of the steps involved in trademark registration takes time. Below is an indication of how long it will take you to register your trademark in Nigeria.

The issuance of acknowledgement letter takes 24 hours after application submission

The issuance of acceptance letter takes 4-6 weeks after the issued acknowledgement letter

Trademark publication on trademark journal is usually done within 32 weeks of acceptance

Trademark Certificate is obtainable 12 weeks after the publication.

Are you considering starting a company in Nigeria? Check out our article on [setting up a company as a foreigner in Nigeria.](#)

## **How much does it cost to register a trademark in Nigeria?**

Below are the charges for trademark registration in Ghana

1. Name search – 2,000 Naira
2. Processing Fee- 17,00 Naira
3. Certificate Fee – 12,000 Naira

Registering a trademark needs keen legal expertise and understanding the processes which can be quite rigorous. The trademark registration process can be done via the Ministry of Industry and Investment or a Commercial Law Department/Firm. You can learn more by visiting <http://nid.fmiti.gov.ng/> for more information.

## **How can I renew my trademark in Nigeria?**

Having acquired a trademark for a subsisting period of 7 years you are equally entitled for renewal upon expiration date and subsequently granted 14 years validity period.

## **What documents are needed to renew trademark registration in Nigeria**

To apply for a trademark renewal, you are required to provide the documents below;  
Trademark Certificate  
Evidence of payment  
Power of attorney appointing the agent

## **How much is the trademark renewal fee in Nigeria?**

The trademark renewal filing fee is US\$20.

Registering the trademark for your goods or services makes you globally competitive and positions you to tap the huge Nigerian market. We hope this article has been beneficial to you. In case you still need any further clarification, please contact us and we will be delighted to assist.

A Non-Governmental Organisation (NGO) is an entity established without any profit generating activities. This refers to charitable organisations, Not-for-Profits, Churches, Associations and other development-oriented or social enterprises.



A Non- Governmental or charitable organization has its activities regulated by the organization's constitution and they have no alliance with the Government and politics. The objectives of an NGO may include to promote, assist, and provide help to members of the public in different areas, ranging from education, literature, grants, cultural development, sporting, and charity etc.

In line with the Companies and Allied Matters Acts 1990(CAMA), an NGO or charitable organization may be registered as a Company Limited by Guarantee or as Incorporation Trustee. However, the cumbersome requirements of registering an NGO under Company by Guarantee have made Incorporation Trustee the best option as it is easier, cheaper, and faster.

Can I register an NGO Organization in Nigeria as a foreigner?

The very first condition of registering an NGO in Nigeria is to be a resident of the country. Therefore, a foreigner must obtain a Combined Expatriate Residents Permit and Aliens Card (CERPAC) before registering the NGO. It is also advisable that local trustees be used for such purposes. Also watch below on YouTube: How to set up an NGO in Nigeria | A step-by-step guide.

Who can be appointed as Trustees for NGO Registration?

Anyone can be appointed as trustee, if;

The person is not below the age of 18 and of sound mind

The person must not be bankrupted or convicted of fraud within the last five years

before the appointment

The appointee must confirm his or her appointment to make the appointment valid.

What are the Incentives for registering an NGO in Nigeria?

NGOs enjoy tax exemptions on the following: tax exemptions on donations, aids, and grants, payment of import duty on goods intended for humanitarian purpose (must be approved by the Minister of Finance).

The establishment of trust between the public and the NGO organization.

Check out our article on how to trademark a business in Nigeria.

What are the procedures for registering an NGO in Nigeria?

The Corporate Affairs Commission (CAC) is the Government Agency responsible for NGO registration in Nigeria. All applications must be submitted to the CAC in accordance with Part C of CAMA. The following are the steps.

Conduct name and availability search of the proposed business name. You may apply for the reservation of the business name, not longer than 60 days. After the 60-day period, the business name may be used by someone else.

Download the Incorporation application forms from the CAC and a memorandum and complete the forms.

Publicize intentions of registering in three newspapers. Two of the newspapers must be nationwide publication and one must be local publication; this is to create awareness and incite objections to the CAC in which the publication only last for

28days.

Once there are no objections after the 28days of publication, the Incorporation application form must be duly submitted to the CAC and accompanied by the following documents:

A formal letter of application

Two copies of the application forms signed by the chairman and secretary of the organization

Two copies of the organization's constitution

Residential Addresses and signature of the Trustees

2 passport photographs of the Trustees

Minutes of meeting appointing the trustees including lists of members and the voting patterns

A copy of trust declaration form deposited by each Trustee in the High Court in Nigeria

Evidence of property to be used for the organization

Original copies of the Newspapers publications

Authorise the organization seal on the application form

How long does it take to complete an NGO Registration in Nigeria?

It may take you roughly 2 months to register your NGO in Nigeria. The following are the breakdown of the activities.

Business name search – 24 hours

Newspaper publication – 28days

Submission of registration application and approval process – 2 weeks

How much does it cost to register an NGO in Nigeria?

The cost of registering an NGO in Nigeria ranges from US\$ 300 – US\$1000 including the cost of advertisements in the newspapers.

To state the obvious, NGO registration seems tedious; if you need any other information to clear any uncertainty, you can visit the CAC portal <https://www.cac.gov.ng/> or contact us and we will be available to help.

# The Rights and Responsibilities of Employers in Nigeria

## Introduction

In Nigeria, the relationship between employers and employees is governed by a set of rights and responsibilities that ensure fairness, protection, and productivity in the workplace. Understanding these rights and responsibilities is crucial for fostering a conducive work environment and promoting harmonious employer-employee relationship.

## Rights of Employers

1. **Right to Hire and Fire:** Employers in Nigeria have the prerogative to hire individuals based on their qualifications and suitability for the job. They also have the right to terminate the employment of workers for justifiable reasons such as misconduct, poor performance, redundancy, or economic exigencies.
- **Right to Set Terms and Conditions of Employment:** Employers have the autonomy to establish the terms and conditions of employment, including working hours, wages,

benefits, and other relevant policies. It is important that these terms comply with Nigerian labour laws and regulations.

- **Right to Ensure Workplace Safety and Health:** Employers are expected to maintain a safe and healthy work environment for their employees. This includes providing necessary safety equipment, implementing safety protocols, and addressing hazards to prevent accidents and injuries in the workplace.
- **Right to Protect Intellectual Property:** Employers have the right to safeguard their intellectual property, including patents, trademarks, copyrights, and proprietary information. They can enforce measures to prevent unauthorized use or disclosure of sensitive business assets.
- **Right to Manage and Supervise Employees:** Employers have the authority to manage and supervise the activities of their employees to ensure efficiency, productivity, and adherence to company policies and objectives.

### **Responsibilities of Employers**

1. **Compliance with Labour Laws:** Employers in Nigeria are obligated to comply with relevant labour laws, regulations, and industry standards governing employment practices. This includes adherence to minimum wage requirements, statutory benefits, working conditions, and other provisions outlined in the Labour Act and other applicable laws.
2. **Respect for Employee Rights:** Employers must respect the fundamental rights of their employees, including the right to fair treatment, non-discrimination, equal opportunities, and freedom of association. Discrimination based on gender, ethnicity, religion, disability, or other protected characteristics is prohibited by law.
3. **Payment of Salaries and Benefits:** Employers have a responsibility to pay employees their salaries, wages, allowances, and other benefits as agreed upon in the employment contract or mandated by law. Timely payment and transparency in remuneration are essential to maintaining trust and morale among employees.
4. **Promotion of Occupational Health and Safety:** Employers are responsible for implementing measures to promote occupational health and safety in the workplace. This involves conducting risk assessments, providing training on safety protocols, ensuring proper maintenance of equipment and facilities, and facilitating access to medical care in case of emergencies.
5. **Resolution of Workplace Disputes:** Employers have a duty to establish fair and effective mechanisms for resolving workplace disputes and grievances. This may involve internal procedures for mediation, arbitration, or recourse to external regulatory bodies such as the National Industrial Court.

### **Responsibilities of employers when employees are foreigners**

It is important to note that where employers are hiring foreigners, there are additional responsibilities and considerations such as:

1. **Immigration Compliance:** Employers are expected to ensure they obtain expatriate quota, business permit (where there are foreign shareholders) and foreign employees comply with the requisite immigration laws and also assist in obtaining the necessary work and residence permits or visas to legally work in Nigeria. This may involve providing sponsorship or support in the visa application process. Please note that the following are excluded from expatriate quota application: government officials, foreign students, expatriate technical officials, expatriates of international non-governmental organizations (INGO), and expatriates of firms operating in the free zones. Employers are also charged with the responsibility of paying Expatriate Employment Levy.
2. **Cultural Sensitivity and Integration:** Employers should promote a diverse and inclusive workplace culture that respects the backgrounds and experiences of all employees, including those from different countries or cultures. Providing cultural orientation or training can help facilitate integration and understanding among employees.
3. **Language Support:** Depending on the language proficiency of the foreign employees, employers may need to provide language support or resources to ensure effective communication and understanding in the workplace.
4. **Housing and Relocation Assistance:** Employers may offer assistance with finding housing, navigating local services, and adjusting to life in a new country for foreign employees.
5. **Healthcare and Insurance:** Employers are expected to provide healthcare assistance or insurance for foreign employees while living and working in Nigeria.
6. **Taxation and Legal Compliance:** Employers are expected to ensure that foreign employees comply with tax laws and regulations, including any requirements for withholding taxes or reporting foreign income.
7. **Support for Dependents:** If foreign employees relocate with family members or dependents, employers may need to provide support or resources to assist them in adjusting to life in Nigeria, such as education options for children or spousal employment assistance.
8. **Exit and Repatriation Assistance:** When foreign employees' contracts end or they decide to leave the country, employers may need to aid with repatriation, including logistical support and assistance with visa or residency permit cancellation. They are to also notify the Nigerian Immigration service.

## **Responsibilities of the Employees**

Employees are expected to do the following:

1. carry out tasks and duties as outlined in their job description.
2. Consistently deliver work of high quality
3. Effective communication with colleagues, supervisors, and clients
4. Adhere to company policies, guidelines, and industry regulations
5. Engage in continuous learning and professional development
6. Work effectively with colleagues towards common goals to foster productivity and innovation.

7. Identify issues, finding solutions, and making decisions for the overall success of the organization.
8. Prioritize tasks and manage workload efficiently
9. Provide excellent service to clients, customers, or stakeholders
10. Be flexible and open to change which will help navigate transitions and challenges in the workplace.
11. Act with integrity, honesty, and professionalism
12. Respecting the privacy and confidentiality of sensitive information in the company

### **Grounds of Contract Termination by Employers**

1. **Poor Performance:** If an employee consistently fails to meet performance standards despite adequate training and support, the employer may choose to terminate the contract.
2. **Misconduct:** Serious misconduct, such as dishonesty, harassment, theft, or violence in the workplace, can warrant immediate termination.
3. **Breach of Contract:** If an employee violates the terms of their employment contract, such as by disclosing confidential information, competing with the employer, or engaging in conflicts of interest, the employer may terminate the contract.
4. **Redundancy:** Employers may need to terminate contracts due to redundancy, such as when a position becomes obsolete, when there is a business downturn, or when restructuring operations.
5. **Legal Compliance:** Employers may terminate contracts if an employee fails to comply with legal requirements, such as obtaining necessary licenses or permits for the job.
6. **Financial Reasons:** Economic factors, such as budget cuts or financial constraints, may cause employers to terminate contracts as a cost-saving measure.
7. **End of Contract Term:** In cases where employment contracts are for a fixed term, such as temporary or project-based positions, termination may occur at the end of the contract term without renewal.
8. **Health or Disability:** If an employee is unable to perform their duties due to long-term illness or disability, and reasonable accommodations cannot be made, termination may be considered but this should be done properly.
9. **Insubordination:** Persistent refusal to follow instructions, insubordination, or undermining authority can lead to termination.
10. **Violation of Company Policies:** Breach of company policies and rules may result in termination.
11. **Illegal Activities:** If an employee engages in illegal activities, such as fraud, use of hard drugs in the work place, drug trafficking or embezzlement, the employer may terminate the contract as it is a bad image on the employer.

### **Conclusion**

In Nigeria, employers play an important role in shaping the dynamics of the labour market and fostering a conducive work environment that promotes productivity, innovation, and mutual respect. By upholding their rights and fulfilling their responsibilities, employers contribute to the

development of a sustainable and inclusive economy where the rights of workers are protected and upheld. Also, complying with the relevant regulations are essential pillars for building trust and fostering positive employer-employee relations.

It's important for employers to follow due process and adhere to relevant employment laws and regulations when terminating contracts to avoid potential legal repercussions.

As a business owner, business registration with CAC in Nigeria is the first step required to commence a business in Nigeria. The [Corporate Affairs Commission \(CAC\)](#) is the government body saddled with the task of registering new businesses. This body was established by virtue of the Companies and Allied Matters Act (CAMA) to regulate the formations and operations of companies in Nigeria.

There have been various developments with respect to business name registration in Nigeria in recent years. The business name registration popularly known as Enterprise can now be completed online and the electronic certificates are now issued by [CAC](#) in lieu of the paper certificates. This is unlike before when you will have to bring everything in hardcopy and receive a hardcopy certificate.

What does one need to commence the registration of business name? Below are the requirements for Business Name in Nigeria.

### **REQUIREMENTS FOR BUSINESS NAME REGISTRATION (ENTERPRISE)**

1. Proposed name(s) for name search.
2. The registered address of the proposed business
3. Email and phone number of the proposed business
4. Details of the proprietor(s)
5. full names
6. residential address
7. phone number
8. date of birth
9. email address
10. occupation
11. Identification document of the proprietor(s) ie: international passport or Voter's card or Driver's license or NIN.
12. Softcopy of the proprietor's passport
13. Signature of the proprietor signed on a white sheet of paper.

### **STEPS TO REGISTER A BUSINESS NAME**

For registration of Business Name, below are the steps required:

1. Submission of two desired names for the search:



2. Complete the Pre-registration form
3. Upload relevant documents at the CAC portal
4. Make payment
5. Submission of registration application online.

Where the registration is approved, the electronic and other incorporation documents will be issued by the CAC. The applicant can download same online or print the documents.

In conclusion, the CAC registration must be carried out strictly in compliance with the dictates of the CAMA. One must be an [accredited or registered user](#) to be able to accomplish this. The registration is simple and hassle free.

Every individual starting up a business will always want to start off the business in a legitimate and legalized way and so most people opt for Business Name registration (Enterprise) because it's cheap . As time goes on and as they progress in business, such fellow discovers that Business Name also known as One-man-business has so many limitations and constraints. But because such individual has been known with the Business name and wouldn't want to register a fresh business, the thought of it becomes worrisome to the individual. You don't have to worry about that because in this blog we will guide you on the steps to take in upgrading your Business Name to a Limited Liability Company.

Before this time the process used to be cumbersome and long but with the advent of the new Companies and Allied Matters Act, and the CAC move to ensure ease in doing business in Nigeria the process is now simpler. A business name upon registration does not contain the words "limited", "group", "PLC" etc. After registration, the individual or corporation will be issued a certificate of registration containing the Business name and ends with LIMITED or LTD as the case maybe.

There are several reasons why an individual would want to convert a business name to a limited liability mostly because there are limitations to the advantages and benefits enjoyed by a registered Business name, and the most prominent reason would be for the purpose of expansion of business objects or upgrade of the Business name, or for projecting a more professional image. A limited liability company has lot of advantages accrued to it more than a registered Business name.

Read also: [How To Register Company with Corporate Affairs Commission in Nigeria](#)

The requirements for the conversion of a Business name to a Limited Liability Company at the Corporate Affairs Commission are as follows:

You log into CAC portal and click on Reservation of name section. Then input the name of the Business Name then add LTD or LIMITED to it then click on continue. Next is the reason for reservation click on registration of business name as limited liability. Then input the name of the business and the BN number.

You will need to submit the copy of the Business name certificate and a consent letter from the proprietor if the person doing the registration is not one of the proprietors.

Once that is done you will be brought to the page of entering the details of the directors and shareholders as if you are actually registering a limited liability company. Once the data is inputted, you make the necessary payment. Then you will upload the required documents for the registration and then submit.

It is important to note that you will need the services of an accredited CAC agent to get this process properly done.

In conclusion, a registered business name can be converted to a limited where the Proprietor of a Business name intends to expand the business objects.

With all the aforesaid, a Proprietor of a Business name looking to convert to a limited liability company must ensure that the Annual Returns are up to date because CAC is currently strict with the payment of Annual Returns.

Registering your entity as a limited Liability Partnership is a welcomed idea and acceptable under the Company and Allied Matters Act (CAMA 2020). In this article you will get to know what a Limited Liability Partnership (LLP) is, the features of LLP, the requirements and the effect of registering your entity as Limited Liability Partnership(LLP).

Limited Liability Partnership is one of the new entities among others introduced in the new CAMA 2020. A limited liability partnership is a body corporate formed and incorporated under the Companies and Allied Matters Act and is a legal entity separate from the partners.

Every limited liability partnership is required to have at least two partners, this partnership shall also have at least two designated partners with at least one of them resident in Nigeria.

A designated partner is one who is responsible for doing all acts, matters, and things that are required to be done by the [limited liability](#) partnership in respect of compliance with the provisions of CAMA including the filing of documents, return statements, and other reports under CAMA and as may be specified in the limited liability partnership agreement.

When a person ceases to be a partner, his position as a designated partner comes to an end. By implication, the liabilities of the partners are limited, except in cases of fraud or illegal activities

Some of the features of an LLP include:

- Perpetual succession,
- A right to sue and be sued in its corporate name, right to own property, either movable or immovable, tangible or intangible,
- A change in the partners does not affect the existence, rights, or liabilities of the LLP,
- The use of a common seal, if preferred.

## **REGISTRATION OF A LIMITED LIABILITY PARTNERSHIP**

The process of registration of a Limited Liability Partnership is same with registration of a company in Nigeria. You can read our article on [how to register a company in Nigeria](#). The only difference is the attachment of Partnership Agreement to the documents to be uploaded.

## **DOCUMENTS TO BE ISSUED UPON REGISTRATION OF LLP**

1. Certificate of registration
2. Status Report; and
3. Partnership Agreement instead of Memorandum and Article of Association in the case of a Limited Liability Company.

## **EFFECT OF INCORPORATION OF LIMITED LIABILITY PARTNERSHIP**

1. Incorporation of an LLP gives it a legal personality separate from the partners.
2. It confers limited liability on the Partners.
3. It gives the partners the right to sue and be sued in its corporate name.
4. Incorporation gives LLP the right to acquire, own, hold, and develop or dispose of the property.
5. It confers perpetual succession.

In conclusion, instead of entering into an agreement with someone on business deals and signing an MoU, it is advisable that both of you register a Limited Liability Partnership as that will secure both parties. It is also good for those that deals with international Partners.

## **HOW TO REGISTER A LIMITED LIABILITY COMPANY**

A limited liability company is a company whose liability is limited by the share capital of the company. For one to incorporate a company you decide the following:

1. What type of business (the objects of the company) do you want to carry on with the company, this will determine the share capital of the company. Example if it's a shipping company the minimum share capital is 5million Naira. If it's a hotel the minimum share capital is 10million naira etc.
2. The people that will be directors: the directors must be 18 years and above.
3. The shareholders in this a child can be a shareholder of a company together with other adults.

The steps to follow in registering a company are as follows:

1. Conduct an availability name search. Get two unique names of your choice e.g combination of your surname and your first name or combination of your children names. It all depends on your choice. If you are in any of these States Lagos, Kano, Rivers and Abuja, the name search and everything about registration can be done online by clicking on to [www.cac.gov.ng](http://www.cac.gov.ng) but in other States you can walk into Corporate Affairs Commission office and they will conduct the name search for you.
2. If any of the names submitted is available for you, you then go online and commence registration by entering the availability code on your Notice of Approval. Once you are through with filling the registration forms and making payment, next is getting the forms stamped electronically by the FIRS once that is done, you print the stamped forms and receipt of payment.
3. Then next you go to document upload section of the site and upload the signed forms , the payment receipt , Notice of Approval together with directors and shareholders means of identification eg Driver's license, Voters card, International passport or National ID card.

4. After the upload click on the submit button. You will only go to the site to check if your certificate is out. Once you see your Registered Company(RC) Number you will know that the certificate is ready. Go to the CAC office to collect your certificate.
5. If you are not in any of the states mentioned above, after the name search, go back to CAC office buy the registration forms after filling the forms, prepare your Memorandum and Article of Association (MEMART). Proceed to the bank to make payment for filing and stamp duty after the payment, take the Memorandum and Article of Association to stamp duty office of the FIRS for stamping. After the stamping, you then submit the forms, stamped MEMART and the payment teller or receipt, the notice of approval ,photocopies of means of identification of the directors and shareholders to CAC office (NB: you will have to generate Remita Retrieval Reference (RRR) code which shall be used for the payment).
6. Once the form is submitted, you go to CAC office one week after to check if the certificate is out. If the certificate is out, you sign and collect your certificate.

#### HOW TO REGISTER A BUSINESS NAME IN NIGERIA

Enterprise or Business name as popularly called is a one man business or partnership business that does not require share capital or the need for directors.

The advantages of registering your business name with the Corporate Affairs commission cannot be over emphasized. It authenticates your business and gives the general public the confidence to do business with you. You can also open a corporate account for your business once it is registered. The benefits are too numerous to mention.

What are the steps you need to take to register your business or enterprise?

1. Conduct an availability name search. Get two unique names of your choice e.g combination of your surname and your first name or combination of your children names. It all depends on your choice. If you are in any of these States Lagos, Kano, Rivers and Abuja, the name search and everything about registration can be done online by clicking on CAC site but in other States you can walk into Corporate Affairs Commission office and they will conduct the name search for you.
2. If any of the names submitted is available for you, you then go online and commence registration by entering the availability code on your Notice of Approval. Once you are through with filling the registration forms and making payment you print the forms and receipt of payment.
3. Then next you go to document upload section of the site and upload the forms with your passport attached, the payment receipt, Notice of Approval together with your means of identification eg Driver's license, Voters card, International passport or National ID card.

4. After the upload click on the submit button. You will only go to the site to check if your certificate is out. Once you see your Business Number you will know that the certificate is ready. Go to the CAC office to collect your certificate.
5. If you are not in any of the states mentioned above, after the name search, go back to CAC office buy the registration forms after filling the forms attach your passport proceed to the bank to make payment, after the payment you submit the forms and the payment teller or receipt, the notice of approval, means of identification to CAC office (NB: you will have to generate Remita Retrieval Reference (RRR) code which shall be used for the payment).
6. Once the form is submitted, you go to CAC office one week after to check if the certificate is out. If the certificate is out, you sign and collect your certificate.
7. If any of the objects you entered in the form is a specialized one e.g legal services, accounting services or consulting you will need a proficiency certificate.