

CAC to Enforce Statutory Disclosure Requirements on Company Business Letters

On 7 July 2026, the Corporate Affairs Commission (CAC) issued a public notice announcing that, with effect from 1 August 2026, it will commence the full enforcement of the requirements of Sections 304(1) & (2) and 729(1)(c) of the Companies and Allied Matters Act, 2020 (CAMA) in relation to the information that must appear on a company's business letters. The Commission further stated that companies which fail to comply with these requirements will be subject to the sanctions prescribed under the Act and the applicable regulations.

The purpose of this alert¹ is to inform your company of the statutory disclosure requirements applicable to company business letters, the CAC's current compliance expectations, and the steps your company should take to ensure compliance before the commencement of enforcement.

Information Required on Company Business Letters

Section 304 of CAMA requires every company to state, in legible characters,

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on every trade circular, show card and business letter bearing the company's name and issued to any person in Nigeria, the following particulars of every director of the company:

- present forename (or initials) and present surname;
- any former forename and surname; and
- nationality, where the director is not a Nigerian.

However, for the purposes of Section 304, references to a former forename or surname do not, in the case of a married female director, include the name or surname by which she was known prior to the marriage.

In addition, Section 729(1)(c) of CAMA requires every company to state its registered name and registration number in legible characters on all business correspondence, advertisements, official publications, negotiable instruments invoices, receipts, letters of credit and other official company documents.

The CAC's recent public notice also reminds companies to ensure that their registered office address is reflected on company business letters.

In addition, based on the CAC's current regulatory practice and compliance expectations, companies are expected to include the name of the Company Secretary on their official letterheads,

where applicable. Companies should therefore review their business stationery to ensure that it reflects all information required under CAMA together with the additional particulars currently required by the CAC.

Penalties for Non-Compliance

Sections 304(3) and 729(2) of CAMA prescribe penalties for non-compliance with the above requirements:

- i. Where a company fails to comply with Section 304, every officer of the company is liable to the penalty prescribed by the CAC Regulations.
- ii. Similarly, where a company fails to comply with Section 729(1), the company is liable to the prescribed penalty for every day during which the default continues, while every director and manager of the company may also be personally liable to the same penalty.

Deadline for Compliance

The CAC has announced that enforcement of these requirements will commence on **1 August 2026**. Companies should therefore ensure that all business letters and official corporate documents are updated before that date to avoid regulatory sanctions.



What This Means for Your Company

Your company should immediately review its business letterheads, templates and other official communication materials to ensure that they comply with the requirements of CAMA and the CAC's current compliance expectations. In particular, your company should:

- update its company letterhead and business correspondence to include the required information;
- verify that the names, former names (where applicable) and nationalities (where applicable) of its directors are accurately reflected;
- ensure that its registered name, registration number and registered office address appear

on all official correspondence;

- include the name of the Company Secretary on the company's official letterhead, where applicable; and
- review electronic communication templates, invoices, receipts, quotations, purchase orders and other official corporate documents to ensure that they comply with the applicable statutory disclosure requirements.

Although the CAC's notice specifically refers to company business letters, Section 729 of CAMA extends these disclosure requirements to a wider range of official company documents. Your company should therefore adopt a comprehensive compliance review to minimise regulatory risk and avoid potential sanctions.

How We Can Assist

At ALP NG & Co., we are available to assist your company in reviewing its corporate letterheads, business correspondence and other official documentation to ensure compliance with the Companies and Allied Matters Act, 2020 and the CAC's current regulatory expectations. We also advise companies on broader corporate governance, company secretarial and regulatory compliance matters, including statutory filings, corporate restructuring and ongoing compliance obligations.