………………………, 201..

The Area Tax Controller,

Federal Inland Revenue Service,

…………………………,

……………, Lagos

Dear Sir,

**REGISTRATION AS A CORPORATE TAX PAYER:**

**…………………………………………………… LIMITED**

The above-named company, duly incorporated in Nigeria, wishes to be registered as a corporate tax payer.

 1. The registered address of the company is …………………………………………………., ………………………., ………………… State.

 2. The business address of the company is ……………………………………………………, ……………………., Lagos.

 3. The nature of business of the company is …………………………………………………….

 4. The company is yet to commence business.

 5. The account will be made up to the 31st December each year.

 6. The company is commencing a new business.

 7. The particulars of the shareholders are:-

(i) ……………………… …………. shares

(ii) ……………………… ………… shares

(iii) ……………………… ………… shares

(iv) ……………………… ………… shares

 Their addresses are …………………………………………………………., ………… State.

 8. The names and addresses of the principal officers of the company are as in 7 above.

 9. The Directors do not hold other directorships.

 10. The name and address of:

 (i) The Auditors & Tax Representatives is:

 Nduka Dike & Co. (Chartered Accountants),

 Suite 8, Zuma Complex, 202 Road, P.O. Box 729, Festac Town, Lagos

 11. The Bankers are ……………….……………………………………. Bank Plc.

 12. Enclosed herewith are: a) Copies of Memo and Article of Association, Certificate of Incorporation, Form CAC 2, Form CAC 7.

 b) A formal letter of introduction of the company’s Auditors and Tax Representatives.

Thank you for your co-operation.

Yours faithfully,

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