

REGULATORY UPDATE

CORPORATE AFFAIRS COMMISSION ISSUED A PUBLIC NOTICE ON MANDATORY PARTICULARS ON COMPANY BUSINESS LETTERS

16th July, 2026

Introduction

On 8th July 2026, the Corporate Affairs Commission (CAC) issued a Public Notice announcing that it will commence the strict enforcement of Section 304(1)–(3) of the Companies and Allied Matters Act, 2020 (CAMA 2020), which prescribes the mandatory information to be displayed on a company's business letters and certain corporate communications.

The enforcement takes effect from 1st August 2026, and companies that fail to comply may be subject to the sanctions rescribed under the CAMA 2020.



Key Requirements under Section 304 of CAMA 2020

Section 304 requires every company incorporated under CAMA to display specific corporate information on its trade circulars, show cards, and business letters. Accordingly, companies must state:

- the company's registered name;
- the company's registration number;
- where directors' names are included, the present forename (or initials) and surname of every director; and
- the nationality of every non-Nigerian director.

CAMA 2020 further provides that where a company elects to include the names of its directors on its business letters, all directors must be listed. It is not permissible to disclose only selected directors.

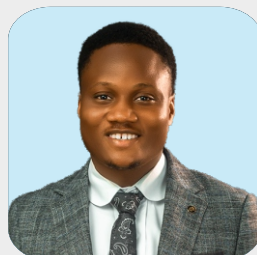
In light of the foregoing the CAC has confirmed that, with effect from 1 August 2026, it will begin full enforcement of these statutory requirements. Consequently, all companies are expected to review their business letters and related corporate stationery to ensure compliance with Section 304 of CAMA.

Failure to comply may expose the company and its officers to the statutory penalties prescribed by the CAC.

The Authors

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