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USER MANUAL NO. 1  
CORPORATE AFFAIRS COMMISSION WEBSITE

# CREATING A USER ACCOUNT



A project by iDT Labs

To access/create your account click on the Login button at the top-right corner of the website, as below:

Mon - Fri : 09:00 - 15:00

CORPORATE AFFAIRS COMMISSION  
SIERRA LEONE  
*doing business with ease...*

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## Log in

[LOG IN](#) [CREATE NEW ACCOUNT](#) [RESET YOUR PASSWORD](#)

Username

Enter your Corporate Affairs Commission | Sierra Leone username.

Password

Enter the password that accompanies your username.

[LOG IN](#)

If you already have an account, simply enter your login credentials and proceed  
To create a new account click on the 2nd tab and enter all the required details



On a successful login/account creation, you'll be redirected to your account dashboard as below:

**CORPORATE AFFAIRS COMMISSION**  
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## My Companies

MY COMPANIES MY SUBMISSIONS ACCOUNT DETAILS

Please contact us at CAC if you have company registration records not shown here.

| LUN SAR CONSTRUCTION          | DETAILS                  | CONTACTS   | ONLINE FORMS                       |
|-------------------------------|--------------------------|--|------------------------------------|
| PITA MORAY ENTERPRISE LIMITED | Activity/Classification: | Transport & Communication, Manufacturing, Construction | Registration #: SL031117LUNSA02290 |
| RUCCELL GLOBAL LIMITED        | Legal Entity:            | Private  | TIN #: 1093392-1                   |
|                               | Phone #:                 | +232782238668  | NASSIT #: N01E2017022              |
|                               | Email:                   |  | Council #:                         |
|                               | Website:                 |  | Last Submission of Returns:        |
|                               | Address:                 | 16 FOFANAH STREET                                      | Next Submission of Returns:        |
|                               | District:                | Port Loko  | Last Submission of Financials:     |
|                               | Country:                 | Sierra Leone   | Next Submission of Financials:     |

**MY COMPANIES** Tab, shows the details of all your current registered companies, from where you can manage and apply for other services.





## My Submissions

MY COMPANIES MY SUBMISSIONS ACCOUNT DETAILS

| APPLICATION                                | SUBMITTED AT | PROCESSING STATUS | ORDER ID | PAYMENT INFORMATION   | ACTION                  | Download Submissions |
|--|--------------|-------------------|----------|---|-------------------------|----------------------|
| NOTICE/CHANGE OF ACCOUNTING REFERENCE DATE | 2018-03-28   | Pending           | 62       | Price : Le0.00<br>State: Validation<br>Transaction : Pay<br>Now<br>Method : Africell<br>Money | View   Edit  <br>Delete | Download PDF         |

**MY SUBMISSIONS** Tab, shows the details of all your submissions from where you can view/edit and or delete the records.



My Companies | My Submissions | **Account Details**

Home » dev\_idtlabs

**Current password**

Required if you want to change the Email address or Password below. [Reset your password.](#)

**Email address \***  
  
 A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

**Username \***  
  
 Several special characters are allowed, including period (.), hyphen (-), underscore (\_), and the @ sign.

**Password**

Password strength:

**Confirm password**

Passwords match:

To change the current user password, enter the new password in both fields.

**Status**

Blocked

Active

**Roles**

Authenticated user

Administrator

Drupal CAC Integrator

Submissions Processor

Manager

**Phone Number \***  
  
 Enter your valid phone number

Generate automatic URL alias  
 Uncheck this to create a custom alias below. [Configure URL alias patterns.](#)

**URL alias**  
  
 Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.

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**ADDRESS \***

**Country \***

**First name \***   
**Last name \***

**Company**

**Street address \***

**City \***

**Postal code**

**Nationality**

**ACCOUNT DETAILS** Tab, shows your account details from where you can update your personal details and change your passwords



## Registered Company Details

| LUN SAR CONSTRUCTION          | DETAILS                  | CONTACTS   | ONLINE FORMS                       |
|-------------------------------|--------------------------|--|------------------------------------|
| PITA MORAY ENTERPRISE LIMITED | Activity/Classification: | Transport & Communication, Manufacturing, Construction | Registration #: SL031117LUNSA02290 |
| RUCELL GLOBAL LIMITED         | Legal Entity:            | Private  | TIN #: 1093392-1                   |
|                               | Phone #:                 | +23278223868   | NASSIT #: N01E2017022              |
|                               | Email:                   |  | Council #:                         |
|                               | Website:                 |  | Last Submission of Returns:        |
|                               | Address:                 | 16 FOFANAH STREET                                      | Next Submission of Returns:        |
|                               | District:                | Port Loko  | Last Submission of Financials:     |
|                               | Country:                 | Sierra Leone   | Next Submission of Financials:     |

## Registered Company Contact Details

| LUN SAR CONSTRUCTION          | DETAILS        | CONTACTS          | ONLINE FORMS       |
|-------------------------------|----------------|-------------------|--------------------|
| PITA MORAY ENTERPRISE LIMITED | SHAREHOLDERS   | DIRECTORS         | SECRETARIES        |
| RUCELL GLOBAL LIMITED         |                | AUDITOR           | CONTACTS           |
|                               | Name           | Address           | Duration           |
|                               | TURAY ABDUL    | 16 FOFANAH STREET | 2017-11-03 - Today |
|                               | FOFANAH SALIEU | 16 FOFANAH STREET | 2017-11-03 - Today |
|                               | JOHNSON IYIOLA | 16 FOFANAH STREET | 2017-11-03 - Today |



## Registered Company Service Submission

**LUNSAR CONSTRUCTION**

PITA MORAY ENTERPRISE LIMITED

RUCCELL GLOBAL LIMITED

DETAILS CONTACTS **ONLINE FORMS**

| Registration/Management                                  | Company Reports                                      | Applications/Charges  | Filing Notices                                   |
|--|--|---|--|
| <a href="#">Application For Change Of Name</a>           | <a href="#">Request For Status Report</a>            | <a href="#">Complete Particular Of Charge</a>                     | <a href="#">Filing Of Company Notices</a>        |
| <a href="#">Application For Striking Of Name</a>         | <a href="#">Conduct Investigation Section 276(3)</a> | <a href="#">Approval &amp; Registration Of Prospectus</a>         | <a href="#">Filing Of Company Resolutions</a>    |
| <a href="#">Approval &amp; Registration Of Documents</a> | <a href="#">Certificate Of Good Standing</a>         | <a href="#">Extension Of Time Within Which To Hold An AGM</a>     | <a href="#">Mergers &amp; Amalgamations</a>      |
| <a href="#">Application For Registration Of Orders</a>   | <a href="#">Certified True Copy Of Document</a>      | <a href="#">Transaction On Disclosure Of Conflict Of Interest</a> | <a href="#">Filing Notice For Winding Up</a>     |
| <a href="#">Approval For Share Transfer</a>              |  | <a href="#">Complete Satisfaction Of Charge</a>                   | <a href="#">Filing For Return Of Allotment</a>   |
|  |  |   | <a href="#">Notice For Statutory Declaration</a> |

