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USER MANUAL NO. 4  
CORPORATE AFFAIRS COMMISSION WEBSITE

# HOW TO MAKE ONLINE SUBMISSIONS



A project by iDT Labs

# Online Form Submissions

## Accessing Services Page

The screenshot displays the website's navigation menu at the top, with the 'SERVICES' link highlighted by a red circle. Below the menu is a banner image of people. The main content area features a green background with the heading 'Our Services' and a sub-heading 'General Registrations & Incorporation'. Three service cards are visible: 'Company Registration', 'Company Re-Registration', and 'Company Restoration', each with a brief description and a 'READ MORE' link.

**CORPORATE AFFAIRS COMMISSION**  
SIERRA LEONE  
*Doing Business with ease...*

[SERVICES](#) [ABOUT US](#) [RESOURCES](#) [MEDIA](#) [CONTACT](#) [Q](#)

### Our Services

We provide a complete range of services for new and established businesses.

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

### General Registrations & Incorporation

#### Company Registration

Incorporation and formation of a public or private company under the Companies Act 2009

[READ MORE](#)

#### Company Re-Registration

Section 531 (2) of the Companies Act 2009 provides that every company after the commencement of the act shall apply to the Commission for a certificate of registration.

[READ MORE](#)

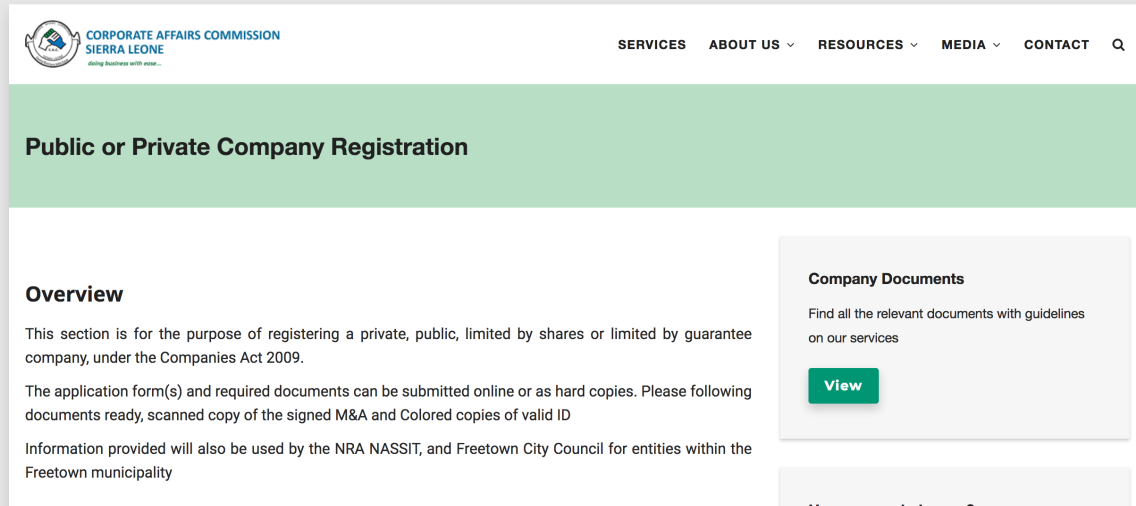
#### Company Restoration

In the event such a company wishes to be restored, one of two options are available.

[READ MORE](#)



# Applying for a Service Online



The screenshot shows the Corporate Affairs Commission (C.A.C.) website for Sierra Leone. The header includes the C.A.C. logo and navigation links for SERVICES, ABOUT US, RESOURCES, MEDIA, and CONTACT. The main heading is 'Public or Private Company Registration'. Below this, there is an 'Overview' section with text explaining the purpose of the service (registering private, public, limited by shares, or limited by guarantee companies under the Companies Act 2009). It also mentions that application forms and documents can be submitted online or as hard copies, and that the information provided will be used by the NRA NASSIT and Freetown City Council. To the right, there is a 'Company Documents' section with a 'View' button.

Ensure to read through the service overview and understand the objective of the service. Afterwhich ensure to carefully read through the required documents before proceeding.

## Complete Form & Pay Online

### Instructions

- Conduct a [Name Search](#) to ensure that the name is not already taken.
- Complete the online form and attach required documents
- Submit your application/form and pay the service fee
- You can pay using either of the following: **i) Airtel Money ii) Africell Money iii) Credit/Debit Card**

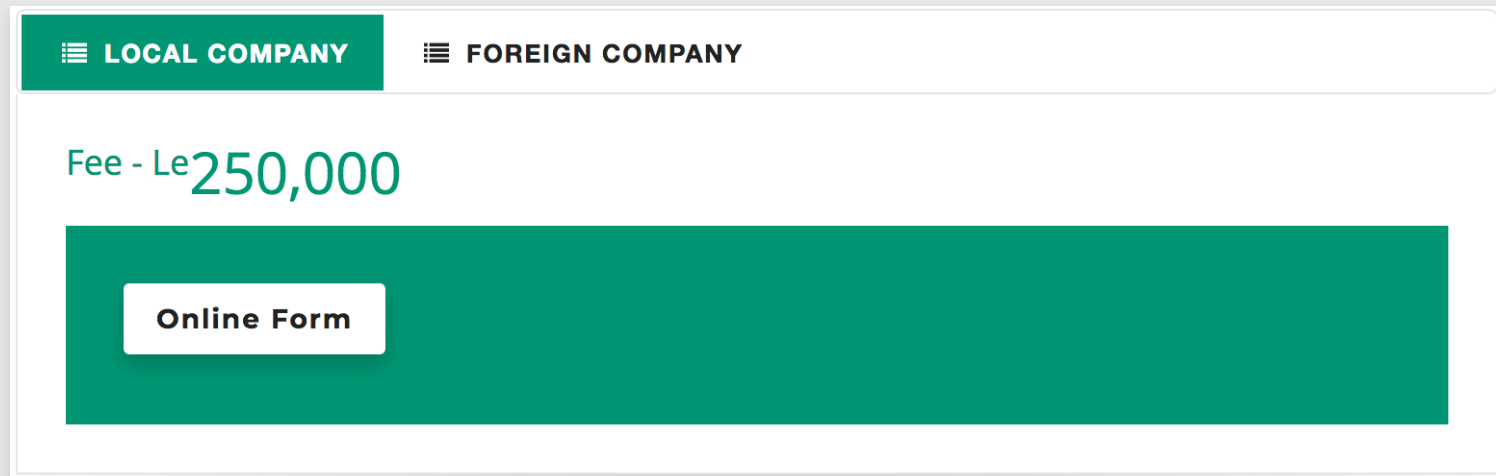
### Materials you need before starting the process

- Memorandum and Articles of Association for Company either Limited by Guarantee or Limited by Shares



## Choosing the Correct Variation

Ensure to pick the right variation for your company when opening the form.



☰ LOCAL COMPANY    ☰ FOREIGN COMPANY

Fee - Le250,000

Online Form

Under each webform, you'll find further instructions which will govern the data you enter into each field. Ensure to read carefully through the instructions and fill up each required field on the form.

***NB: The form will only allow you to proceed to the next page on correctly completing the required fields***





## Application for Incorporation, Registration of New Business, and Issuance of Taxpayer Identification Number (TIN) and Municipal License

1

Section A - Primary  
Info

2

Section B -  
Shareholders

3

Section C - Directors

4

Section D - Required  
Documents

5

Section E -  
Declaration

6

Review

7

Complete

Page 1 of 7 (0%)

This form is to be completed for company registration only

**\*\*You can save the form filling process to resume later by clicking on SAVE AS DRAFT.**

SAVE AS DRAFT

NEXT >

