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USER MANUAL NO. 5  
CORPORATE AFFAIRS COMMISSION WEBSITE

# HOW TO REGISTER A COMPANY ONLINE



A project by iDT Labs

## Company Registration and Submission

### Accessing the Registration Page

<p><b>Register a Company</b></p> <p>Got a new business? Register online with convenience and ease</p> <p><a href="#">Company Registration</a></p>	<p><b>Search for Company</b></p> <p>Searching for the right company name? Search available names</p> <p><a href="#">Search For Company</a></p>	<p><b>Company Documents</b></p> <p>Need insights for your next investment or management decision?</p> <p><a href="#">Company Documents</a></p>
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## 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](#)

The above service category offers 3 options as below:

- Company Registration
- Company Re-Registration
- Company Restoration

# Company Registration



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## Public or Private Company Registration

### Overview

This section is for the purpose of registering a private, public, limited by shares or limited by guarantee company, under the Companies Act 2009.

The application form(s) and required documents can be submitted online or as hard copies. Please following documents ready, scanned copy of the signed M&A and Colored copies of valid ID

Information provided will also be used by the NRA NASSIT, and Freetown City Council for entities within the Freetown municipality

### Company Documents

Find all the relevant documents with guidelines on our services

[View](#)

### How can we help you ?



## Read through the overview statement:

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### 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
- Colored IDs of Directors

**LOCAL COMPANY** **FOREIGN COMPANY**

Fee - Le **250,000**

**Online Form**

Contact our support center channel

**Contact Us**

Ensure to first conduct a name search to ensure that you use a unique Company Name.



☰ LOCAL COMPANY    ☰ FOREIGN COMPANY

Fee - Le **250,000**

[Online Form](#)

Ensure to take note of the variation pricing, and ensure to indicate the same on the form filling process.

☰ LOCAL COMPANY    ☰ FOREIGN COMPANY

Fee - \$ **200**

[Online Form](#)



# Registration Form Completion

**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**

**BUSINESS NAME \***

Enter name of business as you want it to appear in the business registration certificate.  
**Please note:** There should be no other registered business name same/similar to that selected. Please use our name search tool to check available names. If the name contains restricted words like "Sierra Leone" you must obtain prior approval. You will need prior approval if your business name contains the following **Reserved Words**

**Registration Type \***

LIMITED LIABILITY    LIMITED BY GUARANTEE    UNLIMITED LIABILITY

Limited Liability Company is a profit making company and Limited by guarantee is a non-profit making company. **Please note:** If your business does not correspond to any of these choices, you are most likely a Sole Proprietorship or Partnership and you must fill [this form](#)

**Legal Status \***

PUBLIC    PRIVATE

**Type of Legal Entity \***

LOCAL    FOREIGN

**COUNTRY OF INCORPORATION \***

- Select -▼

Ensure to complete all the 5 stages of the form, keenly following the instructions indicated on each field. Before submitting the form ensure to review all the details you've entered on the review page

On successfully completing the process and submitting the payments. We'll process your application and contact you.

**NB: You can keep track of the status of your submission on your submission under MY SUBMISSIONS tab**

