

Notice of vacation of office/removal of director (CAC 7A)

Pursuant to Sections 284 and 288 of the Companies and Allied Matters Act, 2020

**CAC 7A
NOTICE OF VACATION OF
OFFICE/REMOVAL/RESIGNATION
OF DIRECTOR**



✓ What this form is for
You may use this form to give notice for termination of appointment of a director

✗ What this form is NOT for
You cannot use this form to change details of a director

For further information
Please refer to our guidance at www.cac.gov.ng

1. Company details		
Registration Number		
Company name in full		
2. Date of resolution		
A company may by ordinary resolution remove a director before the expiration of his period of office Sec. 288(1)		
Date of resolution		
3. Vacation type		
Please tick the appropriate box below:		
<input type="checkbox"/> Removal <input type="checkbox"/> Resignation <input type="checkbox"/> Termination <input type="checkbox"/> Tenure expiration <input type="checkbox"/> Others (please specify)		
4. Director's details		
Title		
Full forename(s)		
Surname		
Former name(s)		
Nationality		
Date of birth		
4. Termination Date		
Date of termination		
Only one director appointment can be terminated per form.		
5. Authentication		
Name		This form is authorised by a Director, Secretary or any authorised officer of the company.
Description		

Presented for filing by:

Name			
Address	<i>Street</i>		
	<i>City area/District</i>		
	<i>City/Town/Village</i>		
	<i>Local Government</i>		
	<i>Postal code</i>		
	<i>State</i>		
	<i>Country</i>		
Phone Number			
Email		Accreditation Number (where applicable)	
Signature		<i>Date</i>	

NOTE:

Companies and Allied Matters Act, 2020 Section 862.

- 1) Subject to the provisions of subsections (2) and (3), if any person in any return, report, certificate, balance sheet, or other document required by, or for the purpose of any of the provisions of this Act, wilfully makes a statement which is false in any material particular knowing it to be false, he commits an offence and is liable -
 - (a) on conviction to imprisonment for a term of two years; and
 - (b) in the case of a company, to fine as the Court deems fit for every day the default continues.
- 2) A company which makes a statement in its annual returns which is false in any material particular shall in respect of each year of any such returns be liable to a penalty prescribed in the Commission's regulations if it is a small company or in any other case.
- 3) Nothing in this section shall affect the provisions of any enactment imposing penalties in respect of perjury in force in Nigeria.