

CIRCULAR

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Office of the Secretary to the
Government of the Federation,
Shehu Shagari Complex,
Three Arms Zone,
Abuja.

25th April, 2017

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DG
3/5/17



Chief of Staff to the President,
Deputy Chief of Staff to the President, Office of the Vice-President,
Honourable Ministers/Ministers of State,
Head of the Civil Service of the Federation,
Chairman, Federal Civil Service Commission,
Chairman, Federal Character Commission,
Chairman, Independent National Electoral Commission,
Chairman, Revenue Mobilization, Allocation
and Fiscal Commission,
Chairman, National Population Commission,
Chairman, Code of Conduct Tribunal,
Chairman, Code of Conduct Bureau,
Permanent Secretaries,
Special Advisers/Senior Special Assistants,
Service Chiefs/Inspector-General of Police,
Governor, Central Bank of Nigeria,
Chairman, Independent Corrupt Practices and other
Related Offences Commission,
Chairman, Economic and Financial Crimes Commission,

Chairman, National Drug Law Enforcement Agency,
Chairman, National Assembly Service Commission,
Clerk of the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
Secretary, National Judicial Council,
Auditor-General for the Federation,
Accountant-General of the Federation,
Heads of Extra-Ministerial Departments/Directors-General/Chief
Executive Officers of Parastatals, Agencies and Government-Owned
Companies.

**ADMINISTRATIVE POLICY ON THE NEED FOR STRICT COMPLIANCE
WITH THE PROVISIONS OF SECTION 278 OF THE COMPANIES AND
ALLIED MATTERS ACT WITH RESPECT TO COMPANIES LETTER HEAD
PAPERS**

It has come to the attention of Government that some Ministries, Departments and Agencies (MDAs) do transact businesses with Companies and other Corporate Bodies that are not validly registered with the Corporate Affairs Commission as required by the Companies and Allied Matters Act (CAMA). This has often resulted into situations where some MDAs enter into contractual obligations with fake or unregistered companies.

2. In the light of the foregoing, Government has decided that henceforth, no MDA should transact business with any Company or Corporate body that does not comply with the underlisted requirements:

- (i) that the registration number (RC) as issued to the Companies by the CAC must appear on their Letter Head, with contact telephone numbers, valid e-mail address and official company address; and

- (ii) that the letter head paper must bear the name and the nationalities of the Directors of the Company at the bottom of the page.
3. This is to ensure transparency in the dealings of Government with Corporate entities and to ensure compliance with the Companies and Allied Matters Act.
4. Please ensure strict compliance with the contents of this Circular as a condition for payment for all Government contracts.



Dr. (Mrs.) Habiba M. Lawal
Permanent Secretary (Ecological Funds Office)
for: Secretary to the Government of the Federation

