

FINANCIAL REPORTING COUNCIL OF NIGERIA

BUSINESS FACILITATION MANUAL

S/N	Our Services	Required Documentation	Timelines	Service Fees	Contact Information/Resources
ALL SEVEN DIRECTORATES OF THE COUNCIL					
1.	Consulting Applicable to all Directorates.	Formal Application letter of request by the PIE concerned.	Fifteen (15) working days.	i. Non-refundable application fee - N100,000 ii. Management time charge - N500,000 per hour	Email - dim@frcnigeria.gov.ng and copy hsoshojah@frcnigeria.gov.ng
DIRECTORATE OF INSPECTIONS & MONITORING					
1.	Inspection Meetings Compliance to Standard	Physical or Virtual Appearance at meetings.	In batches of forty-five (45) days circle.	i. Management time Charge: N250,000 per hour ii. Management time Charge for onsite inspection:	Email - dim@frcnigeria.gov.ng and copy hsoshojah@frcnigeria.gov.ng

				N1million per day.	
2.	Inspection Meetings on AFS with Qualified or Modified Auditors opinion (Section 8.1n and Council Rule 5)	Physical or Virtual appearance at meetings	Ten (10) working days	Management time charge: N250,000 per hour	Email - dim@frcnigeria.gov.ng and copy hsoshojah@frcnigeria.gov.ng
DIRECTORATE OF CORPORATE GOVERNANCE					
1	Corporate Governance Filing	On-line through a dedicated CG Portal.	Sixty (60) days after 31 st March	CG Filing Fee-N50,000	Email - dcg@frcnigeria.gov.ng and copy cmosondu@frcnigeria.gov.ng https://integritynigeria.org/CGS-FRC
S/N	Our Services	Required Documentation	Timelines	Service Fees	Contact Information/Resources
REGISTRATION UNIT					
1.	Registration of individuals/professionals	i. NIN slip ii. Professional certificate, Form CAC 7/CAC status report and any other relevant documents	Ten (10) working days	N50,000 per category	https://registration.frcnigeria.gov.ng/register https://frcnigeria.gov.ng/ https://frcnigeria.gov.ng/publications/ Email - registration@frcnigeria.gov.ng and copy neagada@frcnigeria.gov.ng Call or WhatsApp - 08037605518 and 07056574124.

		iii. Passport photograph iv. Signature			
2.	Registration of Professional Firms	i. CAC certificate of registration/in corporation ii. Last five years financial statements iii. Name and FRC numbers of all Partners	Ten (10) working days	i. Big firms - N2million ii. Medium Firms - N500,000 iii. Small Firms - N10,000	https://registration.frcnigeria.gov.ng/register https://drive.google.com/file/d/1hRe9fG57ZR1RQm9BSFdJLIaFUrqVea7S/view https://frcnigeria.gov.ng/publications/ Email - daps@frcnigeria.gov.ng and copy neagada@frcnigeria.gov.ng Call or WhatsApp - 08037605518 and 07056574124.
3.	Registration of Public Interest Entities (Companies, Not-For-Profits and Public Sector Entities)	i. CAC certificate of registration/in corporation ii. Last 5 years financial statements iii. Name and FRC numbers	Ten (10) working days	An amount equal to last 5 years annual dues	https://registration.frcnigeria.gov.ng/register https://drive.google.com/file/d/0BxB1-baqlt35OU1UOFFlaWZaUU0/view?resourcekey=0-smyl6gRhCICW2y9rl_6nDQ https://frcnigeria.gov.ng/wp-content/uploads/2023/08/FRC-Amendment-act-20230001.pdf

		of CEO, CFO and directors			https://frcnigeria.gov.ng/publications/ Email - registration@frcnigeria.gov.ng and copy neagada@frcnigeria.gov.ng Call or WhatsApp - 08037605518 and 07056574124.
4.	Profile Alteration/Application for Change of biodata/contact information	Valid means of identification and/ or document evidencing change of relevant biodata/contact information.	Ten (10) working days	None	https://registration.frcnigeria.gov.ng/login Email - registration@frcnigeria.gov.ng and copy neagada@frcnigeria.gov.ng Call or WhatsApp - 08037605518 and 07056574124.
5.	Change of Professional Category	Professional certificate, Form CAC 7/CAC status report and any other relevant document	Ten (10) working days	N50,000 per category	https://registration.frcnigeria.gov.ng/login Email - registration@frcnigeria.gov.ng and copy neagada@frcnigeria.gov.ng Call or WhatsApp - 08037605518 and 07056574124.
6.	Consulting/ Request for Waiver	i. Application letter from the relevant PIE ii. Valid means of identification and curriculum vitae of	Twenty (20) Working days	i. Non-refundable application fee- N100,000. ii. Management time charge - N500,000 per hour	Email - registration@frcnigeria.gov.ng and copy neagada@frcnigeria.gov.ng

		affected individual/professional iii. Work permit (foreigners) iv. Evidence of payment of annual dues by Applicant-PIE and its directors and professionals engaged in financial reporting process.			
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