

# NAME OF NGO

[ADDRESS]

20th June, 2024

The Registrar General, Corporate Affairs Commission, Maitama,  
Abuja–FCT.

Sir,

**APPLICATION FOR INCORPORATION OF ----- UNDER THE  
COMPANIES AND ALLIED MATTERS ACT, 2020 PART F**

- a. A copy of the constitution.
- b. Extracts of Minutes of Meeting where at the Trustees were appointed and the special clause was adopted into the constitution.
- c. Publication made in two Newspapers.
- d. Sworn Declaration forms of the Trustees.
- e. Evidence of payment of filling fees. Thanks.

Yours faithfully,

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CHAIRMAN

# NAME OF NGO

ADDRE, LAGOS STATE, NIGERIA

EXTRACTS OF THE MINUTES OF THE GENERAL MEETING OF -----  
HELD ON THE 10TH DAY OF JUNE, 2024 AT THE REGISTERED ADDRESS WHEREAT THE  
TRUSTEES WERE APPOINTED AND THE SPECIAL CLAUSE ADOPTED IN TO THE  
CONSTITUTION.

ATTENDANCE:

## TRUSTEES:

1. [NAME]-Chairman
2. [NAME]-Secretary
3. [NAME]-Member

## COMMENCEMENT:

The meeting started at about 2:20pm with a short prayer said by [NAME]. The Minutes of the previous meeting was read by the [NAME] and in the absence of any amendment, the minutes were adopted by [NAME].

## MATTERS ARISING:

1. Appointment of Trustees
2. Adoption of Special Clause Rule

The CHAIRMAN addressed the members and said among other things that the purpose of the day's meeting was for the appointment of Trustees and Adoption of special clause into the constitution.

## APPOINTMENT OF TRUSTEES:

On the appointment of the Trustees, the CHAIRMAN stated that it is one of the basic requirements of Part F of (CAMA) Acts of 2020 for FOUNDATION of this nature to select Trustees who will pilot the affairs of the FOUNDATION on behalf of the entire members. With this explanation fully understood, the members embarked on nominations. Below is the list of the names of the Trustees elected and their voting pattern:-

| <i>No.</i> | <i>Names of Trustees</i> | <i>Votes for</i> | <i>Votes Against</i> | <i>Remark</i> |
|------------|--------------------------|------------------|----------------------|---------------|
| 1.         |                          | 2                | 0                    | Chairman      |
| 2.         |                          | 2                | 0                    | Secretary     |

At the expiration of the exercise, the CHAIRMAN thanked all the members for their wonderful cooperation.

#### **ADOPTION OF SPECIAL CLAUSE:**

The other major business of the day was the adoption of the special Clause rules into the constitution. In his explanation, the CHAIRMAN stated that it essentially means the way and manner in which the property of the FOUNDATION will be distributed especially in times of winding up.

The members saw this as mandatory for the registration of the FOUNDATION and thereafter unanimously adopted the special clause into the constitution.

#### **ADJOURNMENT/CLOSING:**

1. After the exhaustion of all matters for discussion, [NAME] Move demotion for adjournment and was supported [NAME].
2. The meeting came to an end and the closing prayer was said by [NAME].

Ded.

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NAME-CHARIMAN

NAME- SECRETARY