

GUIDELINES

FOR THE REGISTRATION OF NON-PROFIT CONSUMER PROTECTION ASSOCIATIONS WITH THE COUNCIL

These guidelines are made pursuant to section. 2(h) of consumer protection council Act. Cap 25 laws of the Federation of Nigeria (LFN) 2004

TABLE OF CONTENTS.....i
FOREWORD.....
.....1
REQUIREMENTS.....
.....2-3
C E R T I F I C A T E O F
REGISTRATION.....4
P E R I O D I C
REPORT.....4
ALTERATIONS AND CHANGES.
.....4
C O L L A B O R A T I O N S
.....4
FUNDING.....
.....4
A C C O U N T S A N D
AUDIT.....4

FOREWORD/ PREFACE

The CPC is established by law to protect citizens in the market place. Essentially, our role is to prevent abuse, exploitation and any form of mistreatment or disregard with respect to consumers.

Where something has gone wrong and a consumer(s) is/are aggrieved, we exercised the tools provided by laws and regulations to ensure remedies for consumers.

A critical mandate of the Council includes collaboration with industry, trade and professional associations and other relevant stakeholders, particularly civil society.

The reason and purpose for this collaboration is that; in addition to being an effective mechanism for educating consumers about their rights, it also provides

vital channels for periodic and relevant information about emerging issues consumers need to be aware of.

As such, and in furtherance of this partnership, the Council maintains a register of Non-profit Consumer Protection Associations (CPAs) that are recognized for their consumer protection work.

We are happy that you're interested in partnering with us and welcome the opportunity to jointly and mutually engage for the protection of consumers. This Guide is useful in assisting prospective CPC registered CPAs with the registration process.

Babatunde Irukera
Director General
CPC

1

1.0 REQUIREMENTS

1.1 Registration with Relevant Government Institutions

All CPAs must be currently registered Non Profit Organisations connected or registered in accordance with the law.

1.1.2 Application for registration and/or affiliation shall be accompanied by:

1.1.2.1 A copy of the Certificate of registration Issued by the Corporate Affairs Commission(CAC) or other acceptable evidence of legal status.

1.1.2.2 Evidence of other approval/registration with other relevant agencies where applicable.

1.1.2.3 Detailed information about the Vision/mission Statement, interests and geographical scope/reach

1.1.2.4 An outline of the strategic plans, specific projects, and programmes of the association.

1.1.2.5 Past activities, annual reports (if any) or other evidence of activities/engagement.

1.1.2.6 Brochures, prospectus, press clippings and publications of the organization.

2

1.1.2.7 Copies of Publications or other materials such as brochures, prospectus, Flyers, Posters or press statements/coverage.

1.1.2.8 Names, addresses and other contact of Directors, Trustees, Officers or key advisers of the Association.

1.1.2.9 Each Officer/Director should provide attestation of their acceptance of the role.

1.1.2.10 Evidence of membership or affiliation with any international or other bodies

3

2.0 CERTIFICATE OF REGISTRATION

2.1 Upon satisfying eligibility requirements, the Council will approve the application and issue evidence of such approval.

3.0 PERIODIC REPORTS

3.1 All consumer NGO's registered with the Council shall provide annual reports of the activities of the Association and shall inform the Council of any proposed or scheduled consumer protection activities..

4.0 ALTERATIONS AND CHANGES

4.1 Where an alteration or change of name or other information provided to the Council such as Nomenclature, Officers, Directors, Trustees, Key Advisers occur, the Association shall notify the Council within 14 days of such changes or risk invalidation of registration.

4.2 Certified True Copies of such alterations and changes at the CAC should also be forwarded to the Council, where applicable.

5.0 COLLABORATIONS

5.1 Only duly registered Consumer Associations may or be recommended to collaborate with the Council with third parties.

6.0 FUNDING

6.1 Every Association must demonstrate by evidence that it has sufficient funds or express acceptable commitments from sources to carry out its operations and proposed objectives/projects.

7.0 ACCOUNTS AND AUDIT

7.1 Consumer Associations registered with the Council shall keep proper accounts and Proper records of all financial transactions