

GUIDELINES FOR FOREIGN FIRM REGISTRATION

1. At least a Town Planners at Director/Managerial level with a minimum with 15 years post registration experience.
2. Organogram showing a Professional Urban and Regional Planning Department/Division Headed by a Registered town planner.
3. Reasonable share of senior management post reserved for Nigerian Town Planners.
4. Local registration from originating country i.e. CAC Registration Form Co2 and Co7 detailing ownership structure or the Memorandum of Association and any other supporting document relevant in line with the application.
5. Application fee of \$1000 (payable in local currency)
6. Registration fee of \$2000 (after approval in local currency)
7. Annual subscription fee of \$1000 (after approval in local currency)

GUIDELINES FOR PRACTICE FIRM REGISTRATION

1. Application form to Corporate Affairs Commission company registration, include Form CO7 (Details of Professional Registration of Directors where applicable, CAC Registration Form CO2 detailing ownership structure or the Memorandum of Association and firm must be engaged in basically Town Planning, Environmental Planning, EIA, EIS, etc **excluding general service and market**).
2. Purchase receipt of application form
3. TOPREC certificate of Principal Partner
4. Application fee of ₦20,000
5. Registration fee of ₦50,000 (fifty thousand Naira) only after approval.
6. Annual subscription fee of ₦15,000
7. Applicants must be retired planner from the civil service of government, in private, or serving in a tertiary institution of higher learning.

GUIDELINES FOR CONSULTING FIRM REGISTRATION

1. Application form to Corporate Affairs Commission for company registration, include Form CO7 (Details of Professional Registration of Directors where applicable, CAC Registration Form CO2 detailing ownership structure or the Memorandum of Association and firm must be engaged in basically Town Planning, Environmental Planning, EIA, EIS, etc **excluding general service and market**).
2. Purchase receipt of application form.
3. TOPREC certificate of principal partner(s)
4. Application fee of ₦30,000
5. Registration fee ₦70,000 (After approval)
6. Annual subscription fee of ₦25,000
7. Applicants must be in private practice, educational institutions or retired from public service. Documents must be notarized/sworn affidavit.

GUIDELINE FOR FIRM UPGRADE PRACTICE FIRM TO CONSULTING FIRM

1. Application form to Corporate Affairs Commission for company registration, include Form CO7 (Details of Professional Registration of Directors where applicable, CAC Registration Form CO2 detailing ownership structure or the Memorandum of Association and firm must be engaged in basically Town Planning, Environmental Planning, EIA, EIS, etc **excluding general service and market**).
1. TOPREC certificate of principal partners.
2. Application fee of ₦15,000 (upgrade fee).
3. Registration fee ₦35,000 (upgrade fee)
4. Annual subscription fee ₦25,000

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