

Welcome to i-CRP

AI-Powered CRP

The Company Registration Portal now has built in AI-powered features to make your registration seamless. It includes real-time name checks to ensure your business names meet compliance, smart business name suggestions, and instant registration processing!

No more waiting!

Instant Approval

AI-Powered CRP

Instant Processing

Get Started Now →

Don't Show Again



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INTERIM USER GUIDE: CRP 3.0

icrp.cac.gov.ng

A STEP-BY-STEP PROCESS FOR USING THE NEW CRP

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Name Reservation

Follow the steps below to successfully reserve a name for your business:

Step 1: Access the Portal

- Visit: <https://icrp.cac.gov.ng>

Step 2: Log In

1. Click on **Login** at the top-right corner of the homepage.
2. Enter your **username** and **password**.
3. Click the Login button.
4. Complete the 2FA by entering the **One-Time Password (OTP)** sent to your registered email address.
5. Click Submit and you'll be redirected to your **Dashboard**.

Step 3: Start a New Name Reservation

1. On the Dashboard, click **Name Reservation** from the menu.
2. Click the **New Reservation** button.

Step 4: Select Business Type

1. Choose the appropriate **Business Classification** (e.g., Business Name, Company, LLP, etc.).
2. Select the **Business Type** (e.g., Sole Proprietorship, Private Company Limited by Shares, etc.).
3. Click **Continue**.

Step 5: Enter Business Name & Details

1. Type in your **Proposed Business Name**.
2. Select the **Nature of Business**.
3. Select the **Specific Nature of Business** (this depends on the general category you selected earlier).
4. Click the **Check Availability** button.

Step 6: Name Availability

- **If the name is available:**
 - Click **Continue** to proceed to payment.
- **If the name is unavailable:**
 - Click **Update Business Name** to try another name, or
 - Click **Get Name Suggestions** to view AI-generated name options.
 - After selecting or updating the name, click **Continue to Payment**.

Step 7: Make Payment

1. You'll be redirected to Remita Complete the **payment process** using your preferred payment method.
2. Once payment is successful, your name reservation will be **instantly approved**, and you'll receive an **AV Code** (Approval Validation Code).

Step 8: Next Steps

- Click **Continue to Filing** to proceed with business registration, or
- Click **Go Home** to return to your **Dashboard**.

Business Name Registration

Follow the steps below to register your business name after reservation approval:

Step 1: Start Registration

1. From your **Dashboard**, click on **Registration** in the side menu.
2. Click the **Register New Business** button.
3. In the pop-up modal, enter your **AV Code** (Name Availability Code) received after name reservation.
4. Click **Continue**.

Step 2: Enter Business Information

1. Fill in the required business details:
 - **Email address**
 - **Business address**
 - **Date of business commencement.**
2. Click **Save & Continue**.

Step 3: Enter Proprietor Information

1. Fill in the **Proprietor's details**
2. Click **Save & Continue**.

Step 4: Upload Proprietor Documents

1. For each proprietor, upload the following documents in IMAGE format:
 - **Means of Identification**
 - **Passport Photograph**
 - **Signature**
2. After uploading required documents for each proprietor, click the **Add Proprietor Document** button to save it.
3. Click **Save & Continue**.

Step 5: Preview & Submit

1. On the **Preview Page**, carefully review all the information provided.
2. Click the **Proceed to Payment** button.
3. Complete the payment to submit your application.
4. You'll receive a notification once your application is submitted.
5. Click **Continue** to return to your **Dashboard**.

Step 6: Track Application Status

- On your dashboard, check the **status** of your application:
 - **If Pending:** Wait a minute (the AI is still reviewing your application) and then refresh the page.
 - **If Queried:**
 1. Click **Action**
 2. Click **View Query History** to see the reason for the query
 3. Click **Modify Application** under Actions to update and re-submit the application.
 - **If Approved:**
 1. Click **Action**
 2. Click **Download Certificate and Download Status Report** buttons to get your incorporation documents.

Name Reservations Requiring Consent

Follow the steps below to apply for a name reservation that requires regulatory consent.

Step 1: From your **Dashboard**, click on **Name Requiring Consent**.

Step 2: Select Basic Details

1. Select the **Business Classification** (e.g., IT, Company.).
2. Select the **Business Type**.
3. Choose the **Reason for Consent Request** (e.g., new registration, restricted word, etc.).
4. Click the **Continue** button.

Step 3: Enter Entity Information

1. Type in your **Proposed Entity Name(s)**.
2. Enter relevant **Company/Association Information**, such as:
 - Email Address
 - Registered Address
 - **Principal Association or Business Activity**
3. Click **Save & Continue** after completing each step.

Step 4: Preview and Submit

1. Review your application on the **Preview Page**.
2. If everything is accurate, click **Proceed to Payment**.
3. Complete the **Payment** process.

Step 5: Post-Submission

- Once payment is made, your application will be **submitted to an Approving Officer** for review.
- Once your application status is Queried or Approved, you will receive an email to that effect.