

CORPORATE DRAFTS VITE. Nwosu Isochukwu Michael.
FOR THE LOVE OF CHRIST JESUS; THE BEGINNING AND THE END.

SPECIMEN MEMORANDUM OF ASSOCIATION.

THE FEDERAL REPUBLIC OF NIGERIA.

THE COMPANIES AND ALLIED MATTERS ACT 1990.

COMPANY LIMITED BY SHARES.

MEMORANDUM OF ASSOCIATION OF VITESOLUTIONS LIMITED.

1. The name of the company is VITESOLUTIONS LIMITED.
2. The Registered Office of the company will be situated in Nigeria.
3. The business for which the company is established are;
 - (i) To manufacture and supply stationery and writing materials.
 - (ii) etc.
4. The company shall not directly or indirectly make a donation or gift of its property or funds to a political party or political association for political purpose.
5. The Company is a private company.
6. The liability of the members is limited by shares.
7. The authorised share capital of the company is One Million Naira (1,000,000) divided into 1,000,000 ordinary shares of One Naira each (with such respective rights as are defined by the Articles of Association registered herewith)

We the several persons whose names and addresses are subscribed, are desirous of being formed into a company, in pursuance of this Memorandum of Association, and we respectively agree to take the number of shares in the capital of the company set opposite our respective names.

Total Shares Taken

DATED THE.....2017

WITNESS TO THE ABOVE SIGNATURES;

NAME:

ADDRESS:

OCCUPATION:

CORPORATE DRAFTS VITE. Nwosu Isochukwu Michael.

SPECIMEN ARTICLES OF ASSOCIATION.

THE FEDERAL REPUBLIC OF NIGERIA.

THE COMPANIES AND ALLIED MATTERS ACT 1990.

COMPANY LIMITED BY SHARES.

ARTICLES OF ASSOCIATION OF VITESOLUTIONS LIMITED.

INTERPRETATION

1.

CLASSES OF SHARES

2.

RESTRICTION OF TRANSFER OF SHARES

3.

PRE-EMPTIVE RIGHT OF SHAREHOLDERS OF THE COMPANY

4

5

6

COMMISSION AND BROKERAGE

7

8

9

GENERAL MEETINGS.

10. The annual general meeting shall be held at such time and place in Nigeria as the directors shall appoint.

11. The.....

12

13

DIRECTORS

14. The directors of the company shall not be less than two.

15.

CORPORATE DRAFTS VITE. Nwosu Isochukwu Michael.

16.....

SECRETARY

17. The secretary shall be appointed by the Board of Directors.....

THE SEAL

18. The directors shall provide for the safe custody of the Seal, which shall....

DIVIDENDS AND RESERVES

19 The company may declare dividends on the recommendation of the Board of Directors but no dividends....

20

21

ACCOUNTS

22

AUDIT

23

WINDING UP

24

INDEMNITY

25

NOTICE

NAMES AND ADDRESSES OF SUBSCRIBERS.

DESCRIPTION OF SUBSCRIBERS

SIGNATURE OF SUBSCRIBERS

DATED THE..... 2017

WITNESS TO THE ABOVE SIGNATURES.

NAME; ADDRESS; OCUPATION.

CORPORATE DRAFTS VITE. Nwosu Isochukwu Michael.
VITESOLUTIONS NIGERIA LIMITED
NO. 42 ABIOLA WAY, IKOYI, LAGOS.

Vitesolution@gmail.com 5582235 09032355885

NOTICE OF ANNUAL GENERAL MEETING PURSUANT TO SECTION 214 CAMA.

NOTICE IS HEREBY GIVEN that the Fourth Annual General Meeting of members of ViteSolutions Limited will be held at.... On At 11:00 am, To transact the following businesses;

Ordinary Business

1. To receive and consider financial statements for the year ended 31st December together with the Directors' and Auditors' Report thereon.
2. To declare dividend
3. To elect directors in place of those retiring.
4. To appoint members of the Audit Committee.

Special business

1. To approve the remuneration of the Directors.

Ordinary resolution.

"That the authorized share capital of the company be and is hereby increased to N 12,000,000 by creating 200,000,000 new ordinary shares of one Naira each ranking in all respects *pari passu*" with the existing ordinary shares of the company"

NOTE:

- (1) Proxy: a member of the company is entitled to appoint a proxy to attend and vote in his stead Provided the Head office at No. 35 Falomo Way Ikoyi Lagos be notified not less than 48 hours before time fixed for meeting.
- (2) Audit Committee
- (3) Closure of Register and Transfer of Books
- (4) Payment of Dividend.

BY ORDER OF THE BOARD

Dated this..... 2017

Registered Office, No 42 Abiola Way, Ikoyi.

CORPORATE DRAFTS VITE. Nwosu Isochukwu Michael.
VITESOLUTIONS NIGERIA LIMITED
NO. 42 ABIOLA WAY, IKOYI, LAGOS.

Vitesolution@gmail.com 5582235 09032355885

NOTICE OF EXTRAORDINARY GENERAL MEETING.

NOTICE IS HEREBY GIVEN that an EGM of this company will be held at the Registered Office..... on..... at..... by..... For the purpose of considering and if though fit, of passing the following Special Resolution:

- That the Articles of Association be altered in the following manner:

O. By striking out the words “.....” Where such words appear in the Articles and substituting the following “.....”.

Secretary.

NB: (1) Proxy: a member of the company is entitled to appoint a proxy to attend and vote in his stead Provided the Head office at No. 35 Falomo Way Ikoyi Lagos be notified not less than 48 hours before time fixed for meeting.

DATED..... 2017.

BY ORDER OF THE BOARD.

CORPORATE DRAFTS VITE. Nwosu Isochukwu Michael.
VITESOLUTIONS NIGERIA LIMITED
NO. 42 ABIOLA WAY, IKOYI, LAGOS.

Vitesolution@gmail.com 5582235 09032355885

NOTICE OF STATUTORY MEETING

NOTICE IS HEREBY GIVEN that the Statutory General Meeting of Vitesolutions Nigeria Limited required to be held by Section 211 of the CAMA will be held on the 25th Day of May 2017 by 11:00 O'clock am at the Board Room of the Head Office at No. 35 Falomo Way, Ikoyi Lagos. For the purpose of considering the Statutory Report and of considering all other business which ought to be conducted at such statutory meeting.

Secretary.

NB: (1) Proxy: a member of the company is entitled to appoint a proxy to attend and vote in his stead Provided the Head office at No. 35 Falomo Way Ikoyi Lagos be notified not less than 48 hours before time fixed for meeting.

(2)

Dated this 3rd Day of April, 2017.

BY ORDER OF THE BOARD.

Note: for other company notices (about 14 other drafts) adopt this (above) draft. Just alter the contents.

CORPORATE DRAFTS VITE. Nwosu Isochukwu Michael.
SPECIMEN NOTICE TO COMMISSION OF (SPECIAL) RESOLUTION.

COMPANIES AND ALLIED MATTERS ACT 1990 SPECIAL
SPECIAL RESOLUTION PURSUANT TO SECTION 237.

VITESOLUTIONS NIGERIA LIMITED.

At the Annual General Meeting of the Members of the Company duly convened and held at..... in on the2017

The following Special Resolution was duly passed:

(1) NOTE/SHORTCUT:: For all other related notices to the CAC (about 21 or more drafts) you should adapt/use this (above) draft.

(2)

(3)

Director

Secretary or Director.

ViteSolutions

CORPORATE DRAFTS VITE. Nwosu Isochukwu Michael.

RESOLUTION FOR CONVERSION OF PRIVATE COMPANY TO PUBLIC COMPANY

THAT the company be re-registered as a Public Company by the name of..... Plc.

And that the following consequential alterations be made in the Memorandum of Association and Articles of Association of the Company:

(1) That the Memorandum of Association be altered as follows:

That the memorandum of Association of the Company be altered as follows:

(a) The name of the Company: by deleting clause 4 and inserting in its place "Public Company".

(b) By deleting Clause 3 and inserting in its place "the share Capital of the company is "Five Hundred Thousand Naira (500,000) divided into 500,000 Ordinary Shares of One Naira each".

(2) Articles of Association be altered as follows:

(a) By deleting Article 3 (Restriction on Transfer of Shares).

(b) By deleting Articles 4, 5 and 6 (Pre-emptive rights of shareholders of the company).

(c) By deleting Article 15 (Quorum) and inserting in its place the following new article:

(d) By deleting Article 16 (Written Resolutions).

CORPORATE DRAFTS VITE. Nwosu Isochukwu Michael.
RESOLUTION FOR ALTERATION OF ARTICLES

That the Articles of Association of the Company be altered by deleting Article 10 and substituting the following: “.....”

ViteSolutions

CORPORATE DRAFTS VITE. Nwosu Isochukwu Michael.
SPECIMEN LETTER SEEKING CAC'S APPROVAL TO CHANGE NAME.

VITESOLUTIONS NIGERIA LIMITED
NO. 42 ABIOLA WAY, IKOYI, LAGOS.

Vitesolution@gmail.com 5582235 09032355885

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

Sir,

REQUEST FOR APPROVAL TO CHANGE THE NAME OF VITESOLUTIONS NIGERIA
LIMITED

I Write on behalf of the Board of Directors of the above named Company to apply
for.....

Dated.....

Signed..... (Name and Address).

Master the format of all the drafts above and apply it to every other draft.