COMMUNITY OF PRACTICE
ON CIVIC SPACE STRENGTHENING

Regulatory Compliance Schedule

Toolkit for Non-for-Profit Organizations (NPOs)

Regulatory Requirements

- **FIRS**
- **CAC**
- **EFCC SCUML**
- **PENCOM**
- **NHF**
- **NHIA**
- **NSITF**

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This toolkit provides an overview of the regulatory requirements for the Non-for-Profit Organizations in Nigeria including CSOs, NGOs, CBOs, FBOs, etc

Federal Inland Revenue Service (FIRS) 1

Details	Interval	Due Date	Deadline	Action	Penalty for Default
Taxpro Max registration	One-time	Upon commencement of activities	N / A	Visit FIRS office with relevant details if Organization was registered with CAC prior to September 1, 2023, else register online at https://taxpromax.firs.gov.ng	N / A
Annual returns to FIRS	Annualy	1st January evey year	30th June every year	Provide audited financial statement & file on tax pro-max	N25,000 for the first month and N5,000 for each subsequent month of default
VAT returns	Annually	1st of every month	21st of every month	File on taxpro-max	Failure to remit VAT attracts payment of a 5 per cent fine of the unremitted sum per annum plus interest at the commercial rate, as well as the unremitted tax.

Federal Inland Revenue Service (FIRS) 2

Details	Interval	Due Date	Deadline	Action	Penalty for Default
Withholding Tax remittance (Small CSOs are exempt where transaction does not exceed N2 million and the supplier has a Taxpayer Identification Number [TIN])	Every transaction	Remit 21 days after deduction or ought to be deducted	21 days after deduction or ought to be deducted	For Small CSOs (Request for Supplier's TIN where the transaction is less than N2million); For others (issue receipt of wht deduction to the Supplier, remit the withheld tax and obtain credit note from FIRS)	Failure to deduct or remit WHT within 30 days from the day the deduction ought to have been made attracts a penalty of 10% of the tax not deducted or remitted in addition to the amount of tax itself plus interest at the prevailing monetary policy rate of the Central Bank of Nigeria.
PAYE returns	Annually	January of the Succeeding Year	31st January every year	File returns to the state internal revenue service, and, apply for tax clearance certificate for employees	Failure to register for P.A.Y.E with the relevant tax authority within the time specified is an offence that attracts a penalty of N25,000 in addition to payment of arrears of the due tax.

Federal Inland Revenue Service (FIRS) 3

Details	Interval	Due Date	Deadline	Action	Penalty for Default
PAYE remittance	Monthly	1st of every month	10th of every month	Deduct tax from employee's salary, fill and file PAYE monthly returns form, remit deducted tax to the relevant state internal revenue service	Failure to make P.A.Y.E deductions or properly account for deducted tax attracts liability to pay both the amount deducted and a penalty of ten per cent per annum of the amount plus interest at the prevailing commercial rate; recoverable as a debt from the NGO by the relevant tax authority.
Capital Gains Tax on assets unrelated with objectives	As applicable	a). Where an NGO's chargeable asset was disposed within 1st December in a year to 31st May of the following year, the NGO must file CGT Returns as well as pay the CGT on or before 30th June of that year. b). Where the asset was disposed within 1st June to 30th November in a given year, the due date for filing returns and making payment is 31st December of that year latest.	30th June for assets disposed between 1st December of previous year to 31st May of current year); 31st December (for assets disposed between 1st June to 30th November of same year)		

Corporate Affairs Commission (CAC)

Details	Interval	Due Date	Deadline	Action	Penalty for Default
Binannual Statement of Affairs	BI-Annually (6 months Peroid)	Nonprofits are expected to file a bi-annual statement of affairs covering 30th June and 31st December by July 15 and January 15 respecvtively.	January 15th and July 15th		N15,000 per year
Annual Returns	Annually	Not later than 31st December every year			

SPECIAL CONTROL UNIT AGAINST MONEY LAUNDERING

SCUML (1)

Details	Interval	Due Date	Deadline	Action	Penalty for Default
Registration to earn SCUML Certification	Before commencement of operation	As soon as possible	N / A	Physical & Online Registration The Requirements are: a. Certificate of Incorporation b. Incorporation of Trustees (CAC 7 or CAC 2) c. Identification of Trustees d. Submission of Const/Memat of Association e. TIN or Tax Exemption f. Particulars of Applicants g. Copy of Cooperation Agreement (For INGOs) h. Trust Deed Agreement i. BVN of Directors, Bank Name & Acc No	N / A
Subscription to the National Sanction Committee Alert System	Before commencement of operation	As soon as possible	N / A	visit www.nigsac.gov.ng to complete the subscription	N / A

SPECIAL CONTROL UNIT AGAINST MONEY LAUNDERING

SCUML (2)

Details	Interval	Due Date	Deadline	Action	Penalty for Default
Implementing targeted Financial Screening on vendors, contractors employee and sartners,using the list of deisgnated persons prlovided on the NSC website	As the occasion arises	As soon as possible	N / A	Download a form from www.scuml.org and fill it	N / A
Report in respect of persons designated on the NSC website	As the occasion arises	As soon as possible but not later than 24 hours	Within 24 hours	File report to the NSC through report@nigsac.gov.ng and the NFIU through report@nfiu.gov.ng	

SPECIAL CONTROL UNIT AGAINST MONEY LAUNDERING

SCUML (3)

Details	Interval	Due Date	Deadline	Action	Penalty for Default
Submission of Counter Terrorism Financing Risk Assessment Questionaire	Annually	Before 31st of March of every year	N / A	Report made to SCUML (email or online)	N / A
Record Keeping	As the occasion arises	Ongoing	N/A	N / A	N/A

NATIONAL PENSION COMMISSION

PENCOM

Details	Interval	Due Date	Deadline	Action	Penalty for Default
Pension Contributions for Employees	Period of payment - Weekly, or Monthly	Within 7 Days of Deductios	Within 7 Days of Deductios	Employer deduct 8% of the Employee Salary and add at least 10% of the Employees Salary and remit a total of at least 18% of the Employees Salary	The Employer is to repay the owed sum and subsequently, a minimum of 2% of the unremitted amount for each month or part of each month that the default continues.

National Housing Funds (NHF)

Details	Interval	Due Date	Deadline	Action	Penalty for Default
The National Housing Fund	Monthly	Monthly	N/A	Monthly Contribution of 2.5% for every employee making over N30000. Employers must register with the Federal Mortgage Bank of Nigeria. Registration must be done by physically visiting the physical address of the Bank.	Penalties for non-compliance with the National House Funding Act include payment of penalties ranging up to 100 million naira for companies and 10 million naira for individuals.

National Health Insurance Authority

NHIA

Details	Interval	Due Date	Deadline	Action	Penalty for Default
National Health Insurance Scheme	Monthly	N / A	N / A		

The Nigerian Social Insurance Trust Fund

Details	Interval	Due Date	Deadline	Action	Penalty for Default
The Nigerian Social Insurance Trust Fund	Annually	1st January every year		Registration needs to be made on http//www.nsitf.gov.ng/. Registration should be made with the support of the following documents: i. Official letter of request ii. CAC registration documentation iii. Details of CSO objectives and relevant documents of the CSO like logo, signature, email and physical address. An NSITF Certificate is only valid for 1 year. Renewal is done physically at the nearest NSITF office. **After registration, Employers rate of contribution is 1% of total payroll consisting of total emolument.**	

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