

(Dealing Member's letter head)

Sample checklist for listing of Loan Stock/Corporate Bond/ Preference Shares **(Please fill and execute this form as the Sponsor's Declaration on Documentation and Due Diligence)**

Checklist for First Submission: (insert name of applicant issuer)

Description of Application: (...)

**Note:**

- i. *This checklist is applicable to application for listing of corporate bonds issued by a company whose equity capital is already listed on The Exchange as well as those issued by a company whose equity capital is not listed (and application has not been made to list it) on The Exchange.*
- ii. *The issuer must comply with Section C: Requirements for All Listings as well as Chapter 2: Subsequent Listing of Securities, Rulebook of The Exchange, 2015 (Issuers' Rules).*
- iii. Soft copy document should be forwarded to [giwenekhai@nse.com.ng](mailto:giwenekhai@nse.com.ng); [eeepo@nse.com.ng](mailto:eeepo@nse.com.ng); [okuti@nse.com.ng](mailto:okuti@nse.com.ng); and [ooge@nse.com.ng](mailto:ooge@nse.com.ng). The time between the submission of hard copies and soft copies should not exceed 24 hours. The Exchange will not conclude on an application until all relevant documents are submitted.
- iv. The sponsoring dealing member is required to fill out the table below using the appropriate key indicating whether the Issuer has submitted the required documents. Where a requirement is not applicable to the Issuer, the reason should be provided in the "comment" box.

**Keys:**

- ✓ Submitted
- X Not submitted
- N/A Not applicable

		Please tick as appropriate	
	Documentation Required	Status	Comment
	<b>Hard Copies (Items 1-2)</b>		
1.	Letters of consent from parties and Directors		
2.	Sponsor's Declaration on documentation and due diligence		
	<b>Documentation Required in Soft Copies (Items 3-22)</b>		
3.	Evidence of payment of application/listing fees and CSCS eligibility fee		
4.	Abridged application		
5.	Prospectus		
6.	3 to 5 years audited accounts (hard copies will be submitted by companies with no equity listing)		
7.	List and Value of Litigations		
8.	Solicitors opinion on litigation		

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	<b>Documentation Required</b>	<b>Please tick as appropriate</b>	
		<b>Status</b>	<b>Comment</b>
9.	Estimated cost of issue detailing the cost attributed to each party to a transaction		
10.	Certified true copy of certificate of incorporation		
11.	Memorandum and articles of association which is certified by CAC not later than two months prior to the date of application		
12.	Certified copy of Board resolution approving the offer and issue of Prospectus		
13.	Certified copy of Shareholders resolution approving the offer		
14.	Proposed time table		
15.	SEC Approval		
16.	No - objection from Primary Regulator (CBN/NAICOM/NCC) (if applicable)		
17.	Interim accounts (if any)		
18.	Technical services agreement (if applicable)		
19.	Updated List of receiving agents		
20.	CAC form Co2 and Co7 of any institutional investors holding more than 5% of the issued and fully paid up share capital of the company/issuer which is certified by CAC not later than two months prior to the date of application (note: Co2 and co7 of corporate entities who own 5% or more should be provided until all natural persons who own such shares and their directors are disclosed)		
21.	A copy of letter appointing a Shari'ah adviser (for Sukuk Bond)		
22.	Any other document which is material to the listing or to the business of the issuer		

Have any rulings been given on this transaction by the NSE?

Yes/No

If yes, please provide details and the name of the person at the NSE that provided the ruling.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I, ..... an approved executive of ..... (Name of sponsor) hereby confirm that this Checklist is complete and that no other information which is required in terms of the Listings Requirements has been omitted. I also confirm that we have carried our reasonable due diligence on the applicant and its directors and are satisfied with our findings.

Signed by approved executive of sponsor.

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SIGNATURE

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DATE

(Internal use only)

Reviewed by:

Name:.....

Date:.....