

(Dealing Member's letter head)

Sample checklist for Government Bonds **(Please fill and sign this form as the Sponsor's Declaration on Documentation and Due Diligence)**

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

Type of Application:

**Note:**

- i. This checklist is applicable to application to list bond issued by statutory bodies, such as state government, local governments, etc.
- ii. The Issuer must comply with Section C: Requirements for All Listings as well as Chapter 8: Securities Issued by Statutory Bodies, Rulebook of The Exchange, 2015 (Issuers' Rules).
- iii. Soft copy document should be forwarded to [giwenekhai@nse.com.ng](mailto:giwenekhai@nse.com.ng); [EEKPO@nse.com.ng](mailto:EEKPO@nse.com.ng); [OKUTI@nse.com.ng](mailto:OKUTI@nse.com.ng); and [OOG@nse.com.ng](mailto:OOG@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 the 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

	Documentation Required	Please tick as appropriate	
		Status	Comments
	<b>Hard Copies (items 1-3)</b>		
1.	Copies of the state/local government accounts for the past three to five years		
2.	Consent letters from professional parties and Governor, Commissioner for Finance, Accountant-General and the Attorney-General of the State.		
3.	Sponsor's Declaration on documentation and due diligence		
	<b>Documentation Required in Soft Copies (items 4 - 20)</b>		
4.	Evidence of payment of application/listing fees and CSCS eligibility fee		
5.	Abridged application		
6.	List and value of litigations		
7.	Solicitors opinion on litigation		
8.	Estimated cost of Issue		

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	<b>Documentation Required</b>	<b>Please tick as appropriate</b>	
		<b>Status</b>	<b>Comments</b>
9.	Memorandum and article of association of the beneficiary company certified by CAC not later than two months from the date of application; (if applicable)		
10.	Certified copy of Certificate of incorporation of the beneficiary company; (if applicable)		
11.	Certified copy of relevant resolution passed by the board of the beneficiary company; (if applicable)		
12.	SEC Approval		
13.	No - objection from Primary Regulator (CBN/NAICOM/NCC) (if applicable)		
14.	Bond rating report		
15.	Detailed profile of the state/local government		
16.	Certified copy of the edict authorizing the issue		
17.	Gazette authorizing the issue		
18.	Copies of the beneficiary company's account for five years (if applicable)		
19.	Prospectus/Pricing Supplement		
20.	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.

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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

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(Internal use only)

Reviewed by:

Name:.....

Date:.....