

(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 and Chapter 4: Contents of Prospectus for Companies Part of whose Capital is already listed on The Exchange, 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 [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 checklist is categorized into qualification requirements and documentation requirements. The sponsoring dealing member is required to tick the appropriate box indicating whether the Issuer meets the qualification requirements or submitted the required document. Where the requirement is not applicable to the Issuer, the reason should be provided in the "comment" box.

Particulars					
Documentation Required	Submitted	Not Submitted	Not Applicable	Comment	
<b>Hard Copies (Items 1-2)</b>					
Letters of consent from parties and Directors					
Sponsor's Declaration on documentation and due diligence					
<b>Documentation Required in Soft Copies (Items 3-34)</b>					
Evidence of payment of application/listing fees and CSCS eligibility fee					
Abridged application					
Prospectus					
3 to 5 years audited accounts (hard copies will be submitted by companies with no equity listing)					
List and Value of Litigations					
Solicitors opinion on litigation					

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	<b>Particulars</b>				
	<b>Documentation Required</b>	<b>Submitted</b>	<b>Not Submitted</b>	<b>Not Applicable</b>	<b>Comment</b>
	Estimated cost of issue detailing the cost attributed to each party to a transaction				
	Certified true copy of certificate of incorporation				
	Memorandum and articles of association which is certified by CAC not later than two months prior to the date of application				
	Certified copy of Board resolution approving the offer				
	Certified copy of Board resolution approving the issue of prospectus.				
	Certified copy of Shareholders resolution approving the offer				
	A letter from Issuing house or underwriters stating that they have satisfied themselves that the statement in the prospectus as to the sufficiency of working capital have been made by the directors after due and careful enquiry.				
	Profit/dividend forecast				
	Statement of reporting accountants				
	Status report from creditors' banks and agreed loan repayment schedule (if applicable)				
	Proposed time table				
	Mortgage/security (if secured)				
	Memorandum on coupon pricing				
	SEC Approval				
	CBN Approval (if applicable)				
	NAICOM Approval (if applicable)				
	Interim accounts (if any)				
	Bond rating report				
	Certified copy of underwriting agreement (if applicable)				
	Technical services agreement (if applicable)				
	Certified copy of vending agreement				
	Trust deed				
	Mortgage/security (if secured)				
	Updated List of receiving agents				
	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				

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	Particulars				
	Documentation Required	Submitted	Not Submitted	Not Applicable	Comment
	entities who own 5% or more should be provided until all natural persons who own such shares and their directors are disclosed)				
	A certified copy of every report, valuation, resolution or other document any of which is extracted or referred to in the prospectus				
	A copy of letter appointing a Shari'ah adviser (for Sukuk Bond)				
	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.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

(Internal use only)

Reviewed by:

Name:.....

Date:.....