

(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 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	Please tick as appropriate (✓)			Comments
		Submitted	Not Submitted	Not Applicable	
	<b>Documentation Required</b>				
	<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 members of Executive Council of the State				
3	Sponsor's Declaration on documentation and due diligence				
	<b>Documentation Required in Soft Copies (items 4-25)</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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	Particulars	Please tick as appropriate (✓)			Comments
		Submitted	Not Submitted	Not Applicable	
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	CBN Approval				
14	NAICOM Approval				
15	Bond rating report				
16	Detailed profile of the state/local government;				
17	Feasibility report on the specific project(s) to be financed (all bonds must be project-tied)				
18	An irrevocable letter of authority from the state or local government authorizing the Accountant-General of the Federation to deduct from source in case of default both principal and interest due on bond				
19	Certified copy of the edict authorizing the issue;				
20	Gazette authorizing the issue				
21	Status report on utilization of previous series/ or tranches of the bonds issue programme (for states issuing 2nd and more tranches)Write a letter to SEC requesting for status report;				
22	Copies of the beneficiary company's account for five years; (if applicable)				
23	Certified copy of Trust deed;				
24	Prospectus/Pricing Supplement				
25	Certified copy of Vending agreement				
26	Any other document which is material to the listing or to the business of the issuer				

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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

(Internal use only)

Reviewed by:

Name:.....

Date:.....