



CIRCULAR

NSE/LARD/LRD/CIR3/17/05/12

12 May 2017

CIRCULAR ON PUBLICATION OF ANNOUNCEMENTS OR PRESS RELEASES VIA THE ISSUERS' PORTAL

We wish to notify all companies listed on The Nigerian Stock Exchange ("The Exchange") of the minimum filing standard for Announcements/Press releases uploaded through The Exchange Issuers' Portal.

Information filed by Companies listed on The Exchange through the Issuers' Portal must meet certain minimum criteria. Issuers are required to ensure that Announcements/Press releases uploaded via the Issuers' Portal meet the following minimum standards:

1. The information must be prepared on the official stationery of the listed company;
2. The Announcement/Press release must be dated;
3. The Announcement/Press release must have an appropriate heading;
4. The place of issue must be indicated;
5. The content of the Announcement/Press release must be precise, must not be misleading and shall not exclude or omit any material facts; and
6. The Announcement/Press release must be duly signed by an authorized representative of the listed company whose full name (not initials) and official designation in the company must be stated.

Please note that all Announcements/Press releases must be sent to The Exchange via electronic mail for prior approval before they are uploaded onto the Issuers' Portal. Such Announcements/Press releases for The Exchange's prior approval should be sent in MS-Word format to lr@nse.com.ng

[Click here for a sample of an Announcement that meets the minimum filing standard for your guidance.](#)

Kindly note that this Circular is incorporated by reference to the provisions of Rule 18.8: Rules Governing the Use of the Issuers' Portal, Rulebook of The Exchange, 2015 (Issuers' Rules) and its breach will attract sanctions in line with the said Rule.

Should you require further clarifications on this circular, please contact the Listings Regulation Department via electronic mail on lr@nse.com.ng.

Please be guided accordingly.

Godstime Iwenekhai

Acting Head, Listings Regulation Department

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