

(Complete this checklist and print on Dealing Member's letter head and submit as sponsor's declaration on documentation and due diligence)

### Sample checklist for Delisting

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

Description of Application: Voluntary Delisting of .....

#### Note:

Application with insufficient documentation will not be processed. Where soft copy document is required the document should be forwarded to [okuti@nse.com.ng](mailto:okuti@nse.com.ng); [ooge@nse.com.ng](mailto:ooge@nse.com.ng); and [ooyeoka@nse.com.ng](mailto:ooyeoka@nse.com.ng).

- i. This checklist is applicable to an application for the Voluntary Withdrawal or Delisting of the Issuers from the Daily Official List of The Exchange.
- ii. *The Issuer must comply with the amended Voluntary Delisting provisions, of the Rules for De-Listing of Equity Securities From the Daily Official List of The Exchange, 2017*
- iii. Soft copy document should be forwarded to [lr@nse.com.ng](mailto:lr@nse.com.ng); [giwenekhai@nse.com.ng](mailto:giwenekhai@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 tick the appropriate box indicating whether the application is accompanied by the required documents. Where the requirement is not applicable to the Issuer or the application, the reason should be provided in the "comment" box.

Particulars					
	Documentation Required in Hard copies	Submitted	Not Submitted	Not Applicable	Comment
1	Consent letters form parties				
2	Sponsor's Declaration on Documentation and Due Diligence				
<b>Documentation Required in Soft Copies (3-10)</b>					
3	Evidence of payment of delisting fees (being the market capitalization of minority shareholders based on the payout price which must not be lower than the highest price in the last six months)				
4	Abridged application				
5	Scheme documents				

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6	Notification of court ordered meeting (if applicable)				
7	Board resolution				
8	Shareholders resolution				
9	Evidence that sufficient fund to settle minority shareholders has been deposited in escrow account (sufficient fund means number of minority shares multiplied by the highest price of the shares in the last 6 months)				
10	Any other document which is material to the delisting				

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:.....