

(Dealing member's letter head)

## Sample checklist for Conversion of Preference Shares/Bonds to Ordinary Shares

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

Type of Application: Conversion of ...

### Note:

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).

Application with insufficient documentation or which does not meet the prelisting requirements will not be processed. Where soft copy document is required the document should be forwarded to lr@nse.com.ng; okuti@nse.com.ng and ooge@nse.com.ng.

	Particulars	Please tick as appropriate (✓)			Comments
		Submitted	Not submitted	Not applicable	
1	Abridged Application				
2	Prospectus/Bonds Agreement for the issue of the bonds/preference shares				
3	Sponsor's Declaration on documentation and due diligence				
	<b>Documentation Requirements (soft copies)</b>				
1	Evidence of payment of NSE application/listing fees (only listing fees where applicable)				
2	Abridged application				
3	Information memorandum				
4	SEC letter approving and registering the security				
5	CAC forms CO2 of the preference shareholder certified by CAC not later than two months prior to the date of application				
6	Certified copy of shareholders' resolution approving the issue of the convertible security				

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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:.....