

(Dealing Member's letter head)

Sample checklist for listing of Loan Stock/Corporate Bond/ Preference Shares

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

Type of Application:

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				
	Documentation Requirements (Hard copies)	Submitted	Not Submitted	Not Applicable	Comment
1	3 to 5 years audited accounts				
2	Letters of consent from parties				
3	Abridged application				
4	Prospectus/pricing supplement				
5	Sponsor's Declaration on documentation and due diligence				
	Documentation Requirements (soft copies)				
1	Evidence of payment of application/listing fees and CSCS eligibility fee				
2	Abridged application				
3	Prospectus				
4	List and Value of Litigations				
5	Solicitors opinion on litigation				
6	Estimated cost of issue				
7	Certified true copy of certificate of incorporation				
8	Memorandum and articles of association which is certified by CAC not later than two months prior to the date of application				
9	Certified copy of Board resolution approving the offer				
	Certified copy of Board resolution approving the issue of prospectus.				
10	Certified copy of Shareholders resolution approving the offer				

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	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.				
11	Profit/dividend forecast				
12	Statement of reporting accountants				
13	Status report from creditors' banks and agreed loan repayment schedule (if applicable)				
14	Proposed time table				
15	Mortgage/security (if secured)				
16	Memorandum on coupon pricing				
17	SEC Approval				
18	CBN Approval (if applicable)				
19	NAICOM Approval (if applicable)				
20	Interim accounts (if any)				
21	Bond rating report				
22	Certified copy of underwriting agreement (if applicable)				
23	Technical services agreement (if applicable)				
24	Certified copy of vending agreement				
25	Trust deed				
26	Mortgage/security (if secured)				
27	Memorandum on coupon pricing				
28	Updated List of receiving agents				
29	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 entities who own 5% or more should be provided until all natural persons who own such shares and their directors are disclosed)				
30	A certified copy of every report, valuation, resolution or other document any of which is extracted or referred to in the prospectus				

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:.....