

(Dealing Member's letter head)

Sample checklist for Capital Reconstruction

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

Description of Application: Capital Reconstruction of ...

**Note:**

- i. This checklist is applicable to application for a capital reconstruction of shares listed on The Exchange.
- ii. 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.
- iii. 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   | Please tick as appropriate (✓) |               |                | Comment |
|---|---|--------------------------------|---------------|----------------|---------|
|   |   | Submitted                      | Not submitted | Not applicable |         |
|   | <b>Documentation Required in Hard Copies (item 1)</b>   |                                |               |                |         |
| 1 | Scheme Document/Information Memorandum (original if any)  |                                |               |                |         |
| 2 | Sponsors declaration on Documentation and Due Diligence (original)  |                                |               |                |         |
|   |   |                                |               |                |         |
|   | <b>Documentation Required in Soft Copies (item 3-10)</b>  |                                |               |                |         |
| 3 | Letter of notification from the Sponsoring Dealing Member   |                                |               |                |         |
| 4 | Board resolution approving the restructuring  |                                |               |                |         |
| 5 | Special resolution of the Issuer for the reduction of its share capital;  |                                |               |                |         |
| 6 | A copy of the articles of association (certified by the Corporate Affairs Commission) authorizing the share capital reduction |                                |               |                |         |
| 7 | Court order confirming the reduction of the Issuer's share capital;   |                                |               |                |         |

(Dealing Member's letter head)

|    |  |  |  |  |  |
|----|--|--|--|--|--|
| 8  | A copy of the relevant minutes of meeting of the Issuer approved by the court                      |  |  |  |  |
| 9  | Evidence of filing the court sanction and the minutes with the Corporate Affairs Commission (CAC); |  |  |  |  |
| 10 | Any other document which is material to the capital reconstruction                                 |  |  |  |  |

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:.....