

(Dealing Member's letter head)

Checklist for Formal Application for Listing of Securities

(Insert name of applicant issuer):

**Note:**

- i. This checklist is applicable to formal request to list the shares on the Daily Official List of The Exchange.
- ii. The request to be made must be in respect of application which has been previously approved by The Exchange. The formal request must indicate the date The Exchange approved of the application.
- iii. The quantity to be listed must be successfully subscribed, allotted and fully paid.
- iv. The issuer must comply with Section C: *Requirements for All Listings* as well as Chapter 2: *Subsequent Listing of Securities: Rulebook of The Exchange, 2015 (Issuers' Rules)*.
- v. 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.
- vi. 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 (✓)			
		Submitted	Not submitted	Not applicable	Comment
	<b>Original hard copies (sealed and signed):</b>				
1	Indemnity Letter				
2	General Undertaking				
3	Declaration of Compliance				
	<b>Soft copies:</b>				
4	Evidence of dispatch of Share Certificates/e-allotment*				
5	Securities and Exchange Commission's Approval of Basis of Allotment**				
6	Newspaper Publication of Basis of Allotment**				

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 out reasonable due diligence on information contained in the documents and are satisfied with our findings.

(Dealing Member's letter head)

Signed by approved executive of sponsor.

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SIGNATURE

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DATE

Note:

\* Not required for listing by Introduction

\*\* Not required for listing by introduction and employee share based payment scheme

(Internal use only)

Reviewed by:

Name:.....

Date:.....