

(Dealing Member's letter head)

Sample checklist for Government Bonds

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

Type of Application:

Note:

- i. This checklist is applicable to application to list bond issued by statutory bodies, such as state government, local governments, etc.
- ii. The Issuer must comply with Section C: Requirements for All Listings as well as Chapter 8: Securities Issued by Statutory Bodies, Rulebook of The Exchange, 2015 (Issuers' Rules).
- iii. Soft copy document should be forwarded to lr@nse.com.ng; giwenekhai@nse.com.ng okuti@nse.com.ng; and 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 checklist is categorized into qualification requirements and documentation requirements. The sponsoring dealing member is required to tick the appropriate box indicating whether the Issuer meets the qualification requirements or submitted the required document. Where the requirement is not applicable to the Issuer, the reason should be provided in the "comment" box.

	Particulars	Please tick as appropriate (✓)			Comments
		Submitted	Not Submitted	Not Applicable	
1	Copies of the state/local government accounts for the past three to five years;				
2	Consent letters from parties.				
3	Sponsor's Declaration on documentation and due diligence				
	Documentation Required in Soft Copies (items 4-25)				
4	Evidence of payment of application/listing fees and CSCS eligibility fee				
5	Abridged application				
6	List and value of litigations				
7	Solicitors opinion on litigation				
8	Estimated cost of Issue				

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9	Memorandum and article of association of the beneficiary company certified by CAC not later than two months from the date of application; (if applicable)				
10	Certified copy of Certificate of incorporation of the beneficiary company; (if applicable)				
11	Certified copy of relevant resolution passed by the board of the beneficiary company; (if applicable)				
12	SEC Approval				
13	CBN Approval				
14	NAICOM Approval				
15	Detailed profile of the state/local government;				
16	Feasibility report on the specific project(s) to be financed (all bonds must be project- tied);				
17	An irrevocable letter of authority Federal Ministry of Finance to Accountant-General of the Federation to deduct from source in case of default both principal and interest due on bond authorizing deduction from source;				
18	Certified copy of the edict authorizing the issue;				
19	Gazette authorizing the issue				
20	Status report on utilization of previous series/ or tranches of the bonds issue programme (for states issuing 2nd and more tranches)Write a letter to SEC requesting for status report;				
21	Copies of the beneficiary company's account for five years; (if applicable)				
22	Certified copy of Trust deed;				
23	Prospectus/Pricing Supplement				
24	Certified copy of Vending agreement				

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25	Any other document which is material to the listing or to the business of the issuer				
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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.

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:.....