

(Dealing Member's letter head)

Sample checklist for Mutual Fund/Unit Trust/REIT/ETF (IPO, listing by Introduction and Memorandum Listing)

Checklist for First Submissions: (insert name of the Fund Manager)

Type of Application: Offer for Subscription of ...

**Note:**

- i. This checklist is applicable to application for approval and listing of ETF and memorandum listing of mutual funds on The Exchange.
- ii. The issuer must comply with Section C: *Requirements for All Listings* as well as Chapter 5: *Contents of Prospectus for Unit Trusts* and Chapter 6: *Rules for the Listing of Exchange Traded Funds*, Rulebook of The Exchange, 2015 (Issuers' Rules).
- iii. 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.
- iv. 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 (✓)			Comments
		Submitted	Not submitted	Not applicable	
1	Five years audited financials statements of the fund (where the fund has been in operation)				
2	Letters of consent from parties				
3	Sponsor's Declaration on documentation and due diligence				
4	A statutory declaration on the identity of those who control the management company or are interested in its profits				
	<b>Documentation Required in Soft Copies (items 5-35)</b>				

5	Evidence of payment of application/listing fees and CSCS eligibility fee				
6	Abridged application				
7	Prospectus (for public offers)/Listing Memorandum (listing by introduction)				
8	List and Value of Litigations				
9	Solicitors opinion on litigation				
10	Estimated cost of issue				
11	Certified true copy of certificate of incorporation of Fund Manager				
12	Memorandum and articles of association of Fund Manager which is certified by CAC not later than two months prior to the date of application				
13	CAC forms co2 and co7 of Fund Manager, Trustees and Sponsor which are certified by CAC not later than two months prior to the date of application				
14	Certified copy of Board resolution of Fund Manager approving the Fund and the offer				
15	Certified copy of Board resolution of Fund Manager approving the issue of prospectus				
16	SEC Approval				
17	CBN Approval (if applicable)				
18	NAICOM Approval (If applicable)				
19	The last audited financial statements of Fund Manager				
20	Interim accounts				
21	Profit/dividend forecast of the Fund				
22	Statement of reporting accountants (for IPO)				
23	Status report from creditors' Banks and Agreed Loan Repayment schedule (if applicable)				
24	Proposed time table				
25	Certified copy of underwriting agreement				
26	Certified copy of technical services agreement (if applicable)				
27	Certified copy of vending agreement (for IPO)				
28	Certified copy of Trust deed				
29	Letter appointing a Market Maker				
30	Mortgage/security (if secured)				
31	Pricing Memorandum				
32	Updated List of receiving agents				
33	CAC form Co2 and Co7 of any institutional investors holding more than 5% of the				

	issued and fully paid up share capital of the Fund Manager 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)				
34	A certified copy of every report, valuation, resolution or other document any of which is extracted or referred to in the prospectus				
35	Any other document which is material to the listing or to the business of the issuer				

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:.....