

(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:**

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).

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](mailto:lr@nse.com.ng); [okuti@nse.com.ng](mailto:okuti@nse.com.ng) and [ooqe@nse.com.ng](mailto:ooqe@nse.com.ng)

	Particulars	Please tick as appropriate (✓)			
		Submitted	Not submitted	Not applicable	Comments
	<b>Documentation Requirements (Hard Copies)</b>				
1	Five years audited financials statements of the fund (where the fund has been in operation)				
2	Abridged application				
3	Information Memorandum (listing by introduction only)				
4	Prospectus (for public offers)				
5	Letters of consent from parties				
6	Sponsor's Declaration on documentation and due diligence				
7	A statutory declaration of those who control the management company or are interested in its profits				
	<b>Documentation Requirements (Soft Copies)</b>				
1	Evidence of payment of application/listing fees and CSCS eligibility fee				
2	Abridged application				
3	Prospectus/Listing Memorandum				
4	List and Value of Litigations				
5	Solicitors opinion on litigation				
6	Estimated cost of issue				

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7	Certified true copy of certificate of incorporation of Fund Manager				
8	Memorandum and articles of association of Fund Manager which is certified by CAC not later than two months prior to the date of application				
9	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				
10	Certified copy of Board resolution of Fund Manager approving the Fund and the offer				
11	Certified copy of Board resolution of Fund Manager approving the issue of prospectus				
12	SEC Approval				
13	CBN Approval (if applicable)				
14	NAICOM Approval (If applicable)				
15	The last audited financial statements of Fund Manager				
16	Interim accounts				
17	Profit/dividend forecast of the Fund				
18	Statement of reporting accountants (for IPO)				
19	Status report from creditors' Banks and Agreed Loan Repayment schedule (if applicable)				
20	Proposed time table				
21	Certified copy of underwriting agreement				
22	Certified copy of technical services agreement (if applicable)				
23	Certified copy of vending agreement (for IPO)				
24	Certified copy of Trust deed				
25	Letter appointing a Market Maker				
26	Mortgage/security (if secured)				
27	Pricing Memorandum				
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 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)				

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30	A certified copy of every report, valuation, resolution or other document any of which is extracted or referred to in the prospectus				
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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.

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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:.....