

(Dealing Member's letter head)

Sample checklist for Supplementary Listing of shares by Offer for Subscription

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

Type of Application: Offer for Subscription of ...

Note:

The issuer must comply with Section C: *Requirements for All Listings* as well as Chapter 2: *Subsequent Listing of Securities* and Chapter 4: *Contents of Prospectus for Companies Part of whose Capital is already listed on The Exchange*, 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; okuti@nse.com.ng and ooge@nse.com.ng.

	Particulars	Please tick as appropriate (✓)			
	Documentation Requirements (hard copies)	Submitted	Not Submitted	Not Applicable	Comment
1	3 to 5 years audited accounts of the Issuer/Fund				
2	Letters of consent from parties				
3	Abridged application				
4	Prospectus				
5	Sponsor's Declaration on Checklist and Due Diligence				
	Documentation Requirements (soft copies)				
1	Evidence of payment of application/listing fees and CSCS eligibility fee				
2	Abridged application				
3	Prospectus				
4	List and Value of Litigations				
5	Solicitors opinion on litigation				
6	Estimated cost of issue				
7	Pricing memorandum				
8	Certified true copy of certificate of incorporation of Issuer/Fund Manager				
9	Memorandum and articles of association of Issuer/ Fund Manager , which is certified by CAC not later than two months prior to the date of application				
10	Certified copy of board resolution of Issuer/Fund Manager approving the offer				

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	Certified copy of board resolution of Issuer/Fund Manager approving the issue of prospectus				
11	Certified copy of Shareholders resolution of the Issuer				
12	SEC Approval				
13	CBN Approval				
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				
	Certified copy of underwriting agreement				
21	Certified copy of technical services agreement (if applicable)				
22	Certified copy of vending agreement (for IPO)				
23	Certified copy of Trust deed				
24	Letter appointing a Market Maker				
25	Mortgage/security (if secured)				
26	Updated List of receiving agents				
27	CAC form Co2 and Co7 of any institutional investors holding more than 5% of the issued and fully paid up share capital of the company/issuer, 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)				
28	A certified copy of every report, valuation, resolution or other document any of which is extracted or referred to in the prospectus				

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:.....