

(Dealing Member's letter head)

Sample checklist for Supplementary Listing of shares by Rights Issue

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

Type of Application: Rights issue 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 (✓)			
		Submitted	Not submitted	Not application	comment
	Hard Copies				
1	3 to 5 years audited accounts				
2	Letters of consent from parties				
3	Abridged application				
4	Rights Circular				
5	Sponsor's Declaration on documentation and due diligence				
	Soft Copies				
1	Evidence of payment of application/listing fees and CSCS eligibility fee				
2	Abridged application				
3	Rights Circular				
4	List and Value of Litigations				
5	Solicitors opinion on litigation				
6	Estimated cost of issue				
7	Certified true copy of certificate of incorporation of the Issuer				
8	Memorandum and articles of association of the Issuer certified by CAC not later than two months prior to the date of application				
9	Certified copy of Board resolution approving the offer				
	Certified copy of Board resolution approving the issue of Rights Circular.				
10	Certified copy of Shareholders resolution approving the offer				

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	A letter from Issuing house or underwriters stating that they have satisfied themselves that the statement in the prospectus as to the sufficiency of working capital have been made by the directors after due and careful enquiry.				
11	SEC Approval				
12	CBN Approval				
13	NAICOM Approval				
14	Interim accounts				
16	Status Report from creditors' banks and agreed loan repayment schedule (if applicable)				
17	Proposed time table				
18	Certified copy of technical services agreement (if applicable)				
19	Certified copy of vending agreement				
20	Certified copy of underwriting agreement (if applicable)				
21	Mortgage/security (if secured)				
22	Updated list of receiving agents				
23	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)				

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.

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SIGNATURE

DATE

(Internal use only)

Reviewed by:

Name:.....

Date:.....