

(Dealing Member's letter head)

Sample checklist for Supplementary Listing of shares by Rights Issue

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

Description of Application: Rights issue of .....

**Note:**

- i. This checklist is applicable to application for approval and listing of Rights Issue for Issuers whose equity capital is already listed on The Exchange.
- ii. 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).
- 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 (✓)			
		Submitted	Not submitted	Not application	comment
1	Letters of consent from parties				
2	Sponsor's Declaration on documentation and due diligence				
	<b>Documentation Required in Soft Copies (item 3-26)</b>				
3	Evidence of payment of application/listing fees and CSCS eligibility fee				
4	Abridged application				
5	Rights Circular				
6	3 to 5 years audited accounts				
7	List and Value of Litigations				
8	Solicitors opinion on litigation				
9	Estimated cost of issue				
10	Certified true copy of certificate of incorporation of the Issuer				
11	Memorandum and articles of association of the Issuer certified by CAC not later than two months prior to the date of application				
12	Certified copy of Board resolution approving the offer				

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	Certified copy of Board resolution approving the issue of Rights Circular.				
13	Certified copy of Shareholders resolution approving the offer				
	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.				
14	SEC Approval				
15	CBN Approval				
16	NAICOM Approval				
17	Interim accounts				
18	Status Report from creditors' banks and agreed loan repayment schedule (if applicable)				
19	Proposed time table				
20	Certified copy of technical services agreement (if applicable)				
21	Certified copy of vending agreement				
22	Certified copy of underwriting agreement (if applicable)				
23	Mortgage/security (if secured)				
24	Updated list of receiving agents				
25	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)				
26	Any other document which is material to the listing				

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

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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:.....