

(Dealing Member's letter head)

Sample checklist for Supplementary Listing of shares by Placing

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

Type of Application: Placing 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 (✓)			Comments
		Submitted	Not submitted	Not applicable	
1	3 to 5 years audited accounts				
2	Letters of consent from parties				
3	Abridged application				
4	Information memorandum				
5	Sponsor's Declaration on documentation and due diligence				
6	Declaration of the new investor or directors the new investor (for corporate investors)				
	Documentation Requirements (Soft copies)				
1	Evidence of payment of application/listing fees and CSCS eligibility fee				
2	Abridged application				
3	Information Memorandum				
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	Certified true copy evidence of conversion to Plc.				
9	Memorandum and Articles of Association, which is certified by CAC not later than two months prior to the date of application				
10	Certified copy of Board resolution approving the offer				

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11	Certified copy of Board resolution approving the issue of prospectus.				
12	Certified copy of Shareholders resolution approving the offer				
13	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 ¹				
15	CBN Approval (If applicable)				
16	NAICOM Approval				
17	Interim accounts (if any)				
18	Status report from creditors' banks and agreed loan repayment schedule (if applicable)				
19	Profile and CAC forms CO2 and CO7 of the buyers which is certified by CAC not later than two months prior to the date of application				
20	Certified copy of technical services agreement (if applicable)				
21	Mortgage/security (If secured)				
22	Pricing memorandum				
23	CAC forms 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.

¹ SEC approval letter can be submitted later when it is obtained.

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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:.....