

(Dealing Member's letter head)

Sample checklist for Supplementary Listing of shares by Placing **(Please fill and execute this form as the Sponsor's Declaration on Documentation and Due Diligence)**

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

Description of Application: Placing of ...

**Note:**

- i. This checklist is applicable to application for approval and listing of shares by Placing 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*, Rulebook of The Exchange, 2015 (Issuers' Rules).
- iii. Soft copy document should be forwarded to [giwenekhai@nse.com.ng](mailto:giwenekhai@nse.com.ng); [EEKPO@nse.com.ng](mailto:EEKPO@nse.com.ng); [OKUTI@nse.com.ng](mailto:OKUTI@nse.com.ng); and [OOG@nse.com.ng](mailto:OOG@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 fill out the table below using the appropriate key indicating whether the Issuer has submitted the required documents. Where the requirement is not applicable to the Issuer or the application, the reason should be provided in the "comment" box.

**Keys:**

- ✓ Submitted
- X Not submitted
- N/A Not applicable

	Documentation Required	Please tick as appropriate	
		Status	Comments
	<b>Hard Copies (items 1-3)</b>		
1.	Letters of consent from parties and directors		
2.	Sponsor's declaration on documentation and due diligence		
3.	Statutory declaration as to the identity of new director(s) and that they are fit and proper to be directors (where a new director will join the board of the Issuer)		
	<b>Documentation Required in Soft copies (items 4-21)</b>		
4.	Evidence of payment of application/listing fees and CSCS eligibility fee		
5.	Abridged application		

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	<b>Documentation Required</b>	<b>Please tick as appropriate</b>	
		<b>Status</b>	<b>Comments</b>
6.	Information Memorandum		
7.	3 to 5 years audited accounts		
8.	List and value of litigations of the Issuer		
9.	Solicitors opinion on litigation of the Issuer		
10.	Estimated cost of issue detailing the cost attributed to each party to a transaction		
11.	Certified true copy of certificate of incorporation of the issuer		
12.	Memorandum and Articles of Association of the issuer and the new investor, which is certified by CAC not later than two months prior to the date of application		
13.	Certified copy of Board resolution approving the offer and issue of prospectus		
14.	Certified copy of Shareholders resolution approving the offer		
15.	SEC Approval		
16.	No-objection of Primary Regulator (CBN/ NAICOM/NCC (If applicable))		
17.	Interim accounts (where audited account is more than 9 months old)		
18.	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		
19.	Certified copy of technical services agreement (if applicable)		
20.	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)		
21.	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 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:.....