

(Dealing Member's letter head)

Sample checklist for Supplementary Listing of shares by Rights Issue **(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: 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*.
- iii. Soft copy document should be forwarded to giwenekhai@nse.com.ng; EEKPO@nse.com.ng; OKUTI@nse.com.ng; and 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 fill out the table below using the appropriate key 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.

Keys:

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

	Particulars	Please tick as appropriate	
	Documentation Required	Status	Comments
	Hard Copies (item 1-2)		
1	Letters of consent from parties and Directors		
2	Sponsor's declaration on documentation and due diligence		
	Documentation Required in Soft Copies (item 3-26)		
3	Evidence of payment of application/listing fees and CSCS eligibility fee		
4	Abridged application		
5	Rights circular		
7	List and value of litigations		
8	Solicitors opinion on litigation		
9	Estimated cost of issue detailing the cost attributed to each party to a transaction		
10	Certified true copy of certificate of incorporation of the Issuer		

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	Particulars	Please tick as appropriate	
	Documentation Required	Status	Comments
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 and issue of Rights Circular		
13	Certified copy of Shareholders resolution approving the offer		
14	SEC Approval		
15	No Objection from Primary Regulator (CBN/NAICOM/NCC) if applicable		
17	Interim accounts (where audited account is more than 9 months old)		
19	Proposed time table		
20	Certified copy of technical services agreement (if applicable)		
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.

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:.....