

(Dealing Member's letter head)

## Sample checklist for Final Delisting

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

Type of Application:

### Note:

- i. This checklist is applicable to formal request to delist the shares from the Daily Official List of The Exchange.
- ii. The request to be made must be in respect of application which has been previously approved by The Exchange. The formal request must indicate the date The Exchange approved of the application.
- iii. The Issuer must comply with 21.4: Voluntary Withdrawal or Delisting, Rulebook of The Exchange, 2015 (Issuers' Rules).
- iv. 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 [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.
- v. 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

S/N	Documentation Requirements (soft copies)	Please tick as appropriate	
		Status	Comment
1.	SEC final approval letter (for merger & scheme of arrangements)		
2.	The evidence of publication in two national dailies that the Issuer has concluded arrangements to getting itself delisted from The Exchange and that shareholders who do not intend to continue with the Company as an unlisted entity should contact the Registrars for their payoff warrants		

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S/N	Documentation Requirements (soft copies)	Please tick as appropriate	Comment
3.	The instruction from the Issuer to the Company's Registrar to issue payoff warrant to the shareholders who intend to discontinue with the Company		
4.	Schedule of shareholders paid off		
5.	Certified true copy of court sanction		
6.	Evidence of filing the Court Sanction at CAC (if applicable)		

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:.....