

Sample checklist for Delisting **(Please fill and sign this form as the Sponsor’s Declaration on Documentation and Due Diligence)**

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

Description of Application: Voluntary Delisting of

Note:

- i. This checklist is applicable to an application for the Voluntary Withdrawal or Delisting of the Issuers from the Daily Official List of The Exchange.
- ii. The Issuer must comply with the amended Voluntary Delisting provisions, of the Rules for De-Listing of Equity Securities From the Daily Official List of The Exchange, 2017
- 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 Issuer has submitted the required document. 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 Required	Please tick as appropriate	
		Status	Comment
	Hard copies		
1.	Consent letters form parties and Directors		
2.	Sponsor’s Declaration on Documentation and Due Diligence		
	Documentation Required in Soft Copies (3-10)		
3.	Evidence of payment of delisting fees (being the market capitalization of minority shareholders based on the payout price which must not be lower than the highest price in the last six months)		
4.	Abridged application		
5.	Scheme documents		
6.	Notification of court ordered meeting (if applicable)		
7.	Board resolution		
8.	Shareholders resolution		

		Please tick as appropriate	
S/N	Documentation Required	Status	Comment
9.	Evidence that sufficient fund to settle minority shareholders has been deposited in an escrow account (sufficient fund means number of minority shares multiplied by the highest price of the shares in the last 6 months)		
10.	Any other document which is material to the delisting		

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.

SIGNATURE

DATE

(Internal use only)

Reviewed by:

Name:.....

Date:.....