X-ISSUER

THE ENHANCED ISSUERS' PORTAL (X-ISSUER) SUBMISSION MODULE

FREQUENTLY ASKED QUESTIONS (FAQs)

The Nigerian Stock Exchange - The Enhanced Issuers' Portal (X-ISSUER)
Submission Module.
Frequently Asked Questions.

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1. What is the Issuers' Portal?

The Issuers' Portal (the X-Issuer or the Portal) is a secure web based portal developed by The Nigerian Stock Exchange (The Exchange) to enable Issuers file information in an electronic format to The Exchange.

2. Why did The Exchange develop X-Issuer?

The X-Issuer was first developed and introduced into the market in 2013. The Portal leveraged on technology to ease the burden borne by Issuers in the course of fulfilling their disclosure obligations to The Exchange. It was developed to improve the compliance and regulation experience of Issuers.

3. Has The Exchange upgraded X-Issuer and Why?

The Exchange upgraded the Issuers' Portal to improve the existing functions by revising identified out-of-date sections, upgrading the look and feel of certain user interfaces, as well as, creating new channels, windows and modules as required. The net effect of the upgrade is to improve the user-friendliness of the Portal and improve Issuers' user experience.

4. Who are the authorized users of X-Issuer?

Only authorized representatives of Issuers can use the Portal. Authorized representatives, but are not limited to, Issuers' Financial Officers, Company Secretaries and Compliance Officers.

5. What can an authorized representative of an Issuer do on the Portal?

a. Make Regulatory Filings regarding:
- Financial Statements
- Board Meetings
- General Meetings
- Earnings Forecast
- Corporate Disclosures
- Announcements/Press Releases
- Directors' Dealings

b. Funds information update

c. Submit and update Issuers' Release Calendar

d. Update Issuers' Corporate Information.

6. Will Issuers be charged any fees for using the X-Issuer?

The use of the X-Issuer comes at no cost to Issuers.

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7. How does an authorized user gain access to the Portal?

The login details, which include: the username and generic password will be provided by The Exchange to the authorized users, after a formal training session.

8. In the event that the authorized user forgets his/her password or username what can they do to resolve the matter?

A self-service "Forgot your Password" function has been built into the Portal to assist users to reset and retrieve their forgotten passwords. The user should contact the NSE team in the case of forgotten username.

9. What document format can be uploaded and what naming conventions should be used when filing on the Portal by an authorized representative of an Issuer?

The Portal accepts submissions in the following formats: PDF, and zip folders containing the PDF files, excel and notepad files, depending on the type of submission an Issuer intends to make.

There are also specific naming conventions that must be adhered to while preparing financial statements for upload (put in a zip folder):

- FinancialStatementFull.PDF
- FinancialStatementSummary .xls/xlsx
- FinancialStatementSummary .PDF
- MarketSummary.txt

10. Is it mandatory for Issuers to provide closure of register, AGM and payment dates when filing financial statements?

When filing financial statements, Issuers are required to confirm if dividends or bonuses or both are being declared and if yes must provide the closure date of their registers. The AGM and payment dates may also be provided if available but are not mandatory information at the point of filing financials.

11. What steps can be taken where an authorized user of X-Issuer needs to be disabled for any reason?

Another authorized representative of the Issuer will notify The Exchange immediately to make the request.

12. Where can the investing public find the submissions made by Issuers via the X-Issuer?

Submissions made by Issuers via the X-Issuer automatically flow to the "Corporate Disclosures" dashboard

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on the home page of The Exchange's website (www.nse.com.ng).

These submissions can also be viewed on the respective Issuer's profile page on The Exchange's website.

13. **How long does it take for information filed by Issuers on X-Issuer to flow to The Exchange's website?**

Submissions made by Issuers via the Portal auto-flow to The Exchange's website on real time basis.

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