

(Dealing Member's letter head)

Sample checklist for Supplementary Listing Employee Share Based Payment **(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)

Type of Application:

Note:

- i. This checklist is applicable to application for approval and listing of employee share based payments.
- 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; eeekpo@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 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	Comment
	Hard copies (items 1-2)		
1.	Consent letters from parties and directors		
2.	Sponsor's declaration on documentation and due diligence		
	Documentation required in soft copies (items 3-13)		
3.	Evidence of payment of NSE application/listing fees (based on the issued price)		
4.	Abridged application		
5.	Scheme document/ Information memorandum		
6.	Certified copy of board resolution approving the scheme		
7.	Certified copy of shareholders resolution approving the scheme		

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	Documentation required	Please tick as appropriate	Comment
8.	Memorandum and articles of association of the Issuer		
9.	SEC Approval		
10.	Approval of primary regulator (CBN, NCC, NAICOM) If Applicable		
11.	Certified copy of Trust Deed (if shares are placed on a trustee)		
12.	List of staff that benefitted from the scheme (if already issued to staff)		
13.	Any other document which is material to the listing or to the business of the issuer		

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:.....