

Checklist for listing of Exchange Traded Fund (ETF), Closed Ended Fund (CEF), and REIT (IPO, listing by Introduction)

Please fill and execute this Checklist as the Sponsor's Declaration on Documentation and Due Diligence

Checklist for First Submissions: *(insert name of the Fund Manager)*

Description of Application: (Application for the listing of.....)

Note:

- i. This checklist is applicable to application for approval and listing of ETF, CEF and REITs, on The Exchange.
- ii. The Issuer must comply with Section C: *Requirements for All Listings* as well as Chapter 5: *Contents of Prospectus for Unit Trusts* and Chapter 6: *Rules for the Listing of Exchange Traded Funds*, Rules on Rulebook of The Exchange, 2015 (Issuers' Rules), or Rules for listing of Real Estate Investment Trust.
- iii. Soft copy document should be forwarded to IssuerAnalysis@ngxgroup.com. NGX Regulation Limited will **not conclude** on an application until all required documents are submitted.
- iv. The Sponsoring Trading License Holder is required to fill out the table below using the appropriate key indicating whether the Issuer has submitted the required documents. Where a requirement is not applicable to the Issuer, the reason should be provided in the "comment" box.

Keys:

- ✓ Submitted
X Not submitted
N/A Not applicable

		Please tick as appropriate (✓, X, N/A)	
	Documentation Required	Status	Comments
	Hard Copies (items 1-2)		
	Particulars		
1.	Letters of consent from parties and Directors		
2.	A statutory declaration on the identity of those who control the management of the company or are interested in its profits.		
	Documentation Required in Soft Copies (items 3-17)		
3.	Application Letter		

This document is classified as: **DC1 - Authorised Use Only – PUBLIC**

		Please tick as appropriate (✓, X, N/A)	
	Documentation Required	Status	Comments
4.	Evidence of payment of NGX's application/listing fees and CSCS Eligibility fee		
5.	Sponsor's Declaration on documentation and due diligence		
6.	3 to 5 years audited financial statements of the fund (where the fund has been in operation) and interim accounts where the latest audited account is more than 9 months old		
7.	Prospectus (for public offers)/Listing Memorandum (listing by introduction)		
8.	Solicitors' opinion on litigation		
9.	Certified true copy of certificate of incorporation of Fund Manager		
10.	Memorandum and articles of association of Fund Manager which is certified by CAC not later than two months prior to the date of application		
11.	CAC Status Report of the Fund Manager, Trustees and Sponsor which are certified by CAC not later than two months prior to the date of application for listing		
12.	Certified copy of Board resolution of Fund Manager approving the Fund and the offer		
13.	SEC approval and registration of the securities		
14.	The last audited financial statements of Fund Manager		
15.	Letter nominating three (3) Market Makers (for traded funds)		
16.	CAC Status Report of any institutional investors holding more than 5% of the issued and fully paid up share capital of the Fund Manager which is certified by CAC not later than two months prior to the date of application (note: CAC Status Report of corporate entities who own 5% or more should be provided until		

This document is classified as: **DC1 - Authorised Use Only – PUBLIC**

		Please tick as appropriate (✓, X, N/A)	
	Documentation Required	Status	Comments
	all natural persons who own such shares and their directors are disclosed)		
17.	Any other document which is material to the listing or to the business of the issuer, as required by The Exchange		

I..... a duly authorized officer of..... (*Full corporate name of Sponsoring Trading License Holder*) hereby confirm that I have duly completed the above checklist on behalf of..... (*Full corporate name of Issuer*) and that no item on the said checklist has been left without a response.

Additionally, I hereby confirm that I and my firm (*insert full corporate name*) have carried our reasonable due diligence on the Issuer and its directors and on the basis of our findings, we have accepted the appointment as Sponsoring Trading License Holder.

Signed by an approved executive of the Sponsoring Trading License Holder.

Signature _____

Date _____

This document is classified as: **DC1 - Authorised Use Only – PUBLIC**