

Checklist for listing of Loan Stock/Fixed Income Securities Issued by a Corporate Entity/Preference Shares

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

Checklist for First Submission: *(insert name of Issuer)*

Description of Application:

Note:

- i. This checklist is applicable to application for listing of fixed income securities issued by a company whose equity capital is already listed on Nigerian Exchange Limited (the Exchange) as well as those issued by a company whose equity capital is not listed (and application has not been made to list it) on the Exchange.
- 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 documents should be forwarded to IssuerAnalysis@ngxgroup.com. NGX Regulation Limited will not conclude on an application until all relevant 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" column.

Keys:

- ✓ Submitted
- X Not submitted
- N/A Not applicable

		Please tick as appropriate	
	Documentation Required	Status	Comment
	Hard Copies (Item 1)		
1.	Notarized letters of consent from parties and directors (original)		
	Documentation Required in Soft Copies (Items 2 -16)		
2.	Application Letter		
3.	Evidence of payment of application/listing fees and CSCS eligibility fee		
4.	Sponsor's declaration on documentation and due diligence		
5.	Prospectus		

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		Please tick as appropriate	
	Documentation Required	Status	Comment
6.	Three (3) years audited financial statements. Where the most recent AFS is more than Nine (9) months an interim account is also required.		
7.	Solicitors' opinion on claims and litigation		
8.	Estimated cost of issue detailing the cost attributed to each party to a transaction		
9.	Certified true copy of certificate of incorporation		
10.	Memorandum and Articles of Association which is certified by CAC not later than two months prior to the date of application		
11.	Certified copy of board resolution approving the offer and listing		
12.	Certified copy of shareholders resolution approving the offer and listing (where applicable, e.g. convertible instruments, etc.)		
13.	Evidence of approval and registration of securities by SEC		
14.	No - objection from the Issuer's primary regulator (E.g. CBN/NAICOM/NCC) (if applicable)		
15.	CAC Status Report of any institutional investors holding more than 5% of the issued and fully paid-up share capital of the company/issuer 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 all natural persons who own such shares, and their directors are disclosed)		
16.	Any other document which is material to the listing or to the business of the issuer		

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 out reasonable due diligence on the Issuer and its directors, and on the basis of our findings, we have accepted the appointment as the Sponsoring Trading License Holder.

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

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Signature _____

Date _____

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