

Checklist for Supplementary Listing of shares on Nigerian Exchange Limited (NGX or The Exchange)

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 approval and listing of Rights Issue, Placing and Public Offers of issuers equity for Issuers whose equity capital is already listed NGX. It is not applicable for application for listing of shares with respect to mergers and acquisitions, employee share scheme, etc.
- 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 application is accompanied by 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

	Particulars	Please tick as appropriate	
	Documentation Required	Status	Comments
	Hard Copies		
1.	Letters of consent from parties and Directors		
	Documentation Required in Soft Copies (item 2-15)		
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.	Rights circular/Prospectus/Information Memorandum		
6.	Solicitors' opinion on litigation		

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	Particulars	Please tick as appropriate	
	Documentation Required	Status	Comments
7.	Estimated cost of issue detailing the cost attributed to each party to a transaction		
8.	Certified copy of Board resolution approving the offer		
9.	Certified copy of Shareholders resolution approving the offer		
10.	SEC Approval		
11.	No Objection from Primary Regulator (CBN/NAICOM/NCC) if applicable		
12.	Independent valuer's report (only required where the issue of shares is for a consideration other than cash)		
13.	CAC Status Report of the new investor(s), certified by CAC not later than two months prior to the date of application (only required for Placement and where the new investor(s) is an institutional investor(s))		
14.	CAC Status Report of any institutional investor(s) holding 5% or more of the issued and fully paid-up share capital of the new investor, 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) (only required for Placement)		
15.	Any other document which is material to the listing		

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 _____

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