

(Dealing Member's letter head)

## Sample checklist for Supplementary Listing Employee Share Based Payment

Checklist for First Submissions: (insert name of applicant issuer)

Type of Application:

### Note:

The issuer must comply with Section C: *Requirements for All Listings* as well as Chapter 2: *Subsequent Listing of Securities* and Chapter 4: *Contents of Prospectus for Companies Part of whose Capital is already listed on The Exchange*, Rulebook of The Exchange, 2015 (Issuers' Rules).

Application with insufficient documentation or which does not meet the prelisting requirements will not be processed. Where soft copy document is required the document should be forwarded to lr@nse.com.ng; okuti@nse.com.ng and ooge@nse.com.ng.

	Particulars	Please tick as appropriate (✓)			
	Documentation Requirements (hard copies)	Submitted	Not submitted	Not applicable	Comment
1	Abridged application				
2	Information memorandum				
3	Consent Letters from parties				
4	Sponsor's Declaration on documentation and due diligence				
	Documentation Requirements (soft copies)				
1	Evidence of payment of NSE application/listing fees (based on the issued price)				
2	Abridged Application				
3	Scheme document				
4	Certified copy of Board Resolution approving the scheme				
5	Certified copy of shareholders resolution approving the scheme				
6	CAC Forms Co2 and Co7 of the Issuer				
7	Memorandum and Articles of Association of the Issuer				
8	SEC Approval				
9	CBN Approval (for Bank Issuer)				

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10	NAICOM Approval (for Insurance Issuer)				
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)				

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.

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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.

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SIGNATURE

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DATE

(Internal use only)

Reviewed by:

Name:.....

Date:.....