



To: OTC Authorised Traders
From: Market Operations
Date: August 12 2014

Market Circular 008: PROCEDURE FOR TRADING CSCS PLC SHARES

Due to the peculiarity of CSCS PLC being both the issuer and the clearing system, it has become necessary to modify the process for trading these shares on the NASD board.

Below are the steps to take:

1. Investor approaches the Broker; the Broker does KYC on the investor and opens account with CSCS for the OTC transaction.
2. Broker fills inter member transfer forms and sales transfer form (This will authorize the movement of holdings from CSCS to the broker position).
3. The inter member transfer form is submitted to CSCS PLC.
4. CSCS Company Secretariat verifies the signature on the sales transfer form.
5. CSCS Operations Dept moves Client's holding to broker position under Client's name.
6. Broker does the transaction and submits sales transfer form to CSCS for onward transmission to the Registrar.

Kindly send a mail to info@nasdng.com or call Eugene/Gbubemi on 01-4605008 if you have any other questions.

If you have other eligible securities that you intend to trade, kindly download [NASD form 3](#) from our website (www.nasdng.com/market/listings/admitted_securities.php) fill and return to us and we will process and upload them onto our board.

Best Regards

NASD PLC.

Contact us at:

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