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**To:** OTC Authorised Traders  
**From:** Market Operations  
**Date:** July 4 2013  
**Market Circular:** **001. Trading procedure in the Live environment**

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Thank you for being part of NASD OTC Market from the test phase of the Bulletin Board.

NASD Bulletin Board is confirmed stable and now open for Live trading. We hereby advise of some procedures, additional to the Trading manual that are required for trading on the Live environment:

### **STEP 1 DEALING FIRM**

1. Select a settlement bank from the six approved banks and advise CSCS.  
(<http://www.nasdng.com/market/clearingandsettlement>)
2. Register with CSCS (contact person is EHIREMEN OJO  
[OJO.EHIREMEN@cscsnigeriaplc.com](mailto:OJO.EHIREMEN@cscsnigeriaplc.com))
3. On completion of registration, CSCS will provide you with a **MEMBER CODE** and advise us.
4. Once we receive your member code your firm will be created on our Trading Platform.

### **STEP 2 AUTHORISED TRADER**

1. In addition to the above, you are required to complete the authorized traders' induction course.
2. Your firm's member code will be used to create your profile as an authorized trader. Your profile includes a username and password. Kindly keep these secure and private as you will be held responsible for all transactions executed with this password. You are required to report any suspected compromise to your ID or password immediately to the undersigned.
3. You also will be sent a link to a new url (BB portal address) for live trading
4. When you log in, you will be able to create bids. However to create offers, the process outlined below has to be met.



### STEP 3 CREATING OFFER ON NASD TRADING PLATFORM

1. For you to be able to create offers, your investor's securities must have been dematerialized into CSCS investor's account.
  - a. Verify your investor's certificate with the Registrar
  - b. Registrar creates book entry and advises CSCS.
  - c. Apply to CSCS to create your investor's profile.
  - d. CSCS creates ISIN and symbol code for the security
  - e. CSCS advises NASD with the details of the security created.
  - f. CSCS also advises NASD with the detail of your investor and the volume of security in his/her portfolio
  - g. When these processes are completed, you can then create offers for your investor in NASD platform.

Please note that the test environment [www.nasdng.com/bb\\_test](http://www.nasdng.com/bb_test) is still open. You can still log in with the username and password given to you during your induction a new id and password is required for you to enter the live environment.

Best Regards

NASD PLC.

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