

Below are the documentation/information required for admitting a company on the NASD OTC Market:

1. Complete NASD Form 2 (in duplicate) available for download our website [www.nasdng.com](http://www.nasdng.com)
2. Submit completed Form and non-refundable fees payable in full at the time of application. The Form to be submitted by an Issuing House registered with NASD should be accompanied by the following supporting documents:
  - 2 copies of the applicant company's profile (including corporate information, history and business, board and management profile, financial information, etc.,)
  - Letter from a Participating Institution introducing the applicant company
  - 2 copies of a Sworn undertaking by the Issuer to comply with the applicable Rules and the SEC Code of Corporate Governance
  - Copy of applicant's Certificate of Incorporation
  - Resolution authorising the application to list the Company.
  - Copy of Memorandum and Articles of Association
  - Copy of Certificate of Registration of Securities and approved Prospectus
  - Copy of Trust Deed or Conditions governing the instrument (in cases of debt instruments),
  - Certified copy of registered office address – CAC Form 3
  - Certified copy of Particulars of Directors - CAC Form 7
  - Certified copy of Particulars of Shareholders - CAC Form 2
  - Copy of audited Financial Statements for the last 3 years
  - Evidence of payment of applicable fees
  - 2 copies each of the Admission Agreement
  - 2 copies of the Sworn Undertaking to disclose new and material information
  - Any other document as may be requested by the approval Committee
  - In addition, the applicant company will need to satisfy the conditions for admission into the pink/blue tier as detailed in the attachment titled "Admission Requirements".

#### **COST IMPLICATION**

Please find below the fees payable to NASD for admission on the OTC Market:

	<b>Below N50m</b>	<b>N50m-N250m</b>	<b>Above N250m</b>
<b>Application fee*</b>	₦50,000	₦100,000	0.25%
<b>Annual Admission fee</b>	₦1,000,000	₦1,000,000	₦1,000,000

\*Based on the value of the shares to be listed

#### **PROCESS**

The applicant company is introduced by any of the registered Issuing Houses which shall ensure that the company meets the admission requirements (as attached).

The completed NASD Form 2 and supporting documents are submitted to NASD. Upon receipt of the application, NASD shall review same and if satisfied grant approval and place the Admitted Company in the appropriate market category.

**Company-Admission Process**

