

INSTRUCTIONS FOR TRADING A NEW SECURITY



This document will guide you through the process of admitting a new security to trade on the Market.

Where a Participating Institution wishes to trade a security that is not currently being traded on the Market, it may apply to admit such security to trade. Please note that where a security is already being traded on the Market, Participating Institutions who want to trade on that same security do not have to apply again to admit the security to trade. A list of currently traded securities shall be made available on the OTC Bulletin Board and the website.

Eligibility criteria

In order for a security to be admitted to trade, the company must have been in operation for a year.

- (a) It must be a public company or be held by more than 50 beneficial holders,
- (b) The Securities must be registered with the Securities and Exchange Commission ("SEC"),
- (c) The Security must be freely transferable; and
- (d) It must not have any legal or regulatory restriction that prevents it from being traded on the Market.

Application process

The Participating Institution shall make an application in writing to NASD accompanied by the following documents:

- (a) A duly completed NASD Form 3 ,
- (b) A copy of the Company's most recent Annual Report and Accounts,
- (c) Independent Valuation Report,
- (d) Evidence of payment of NASD Administrative Fees of ₦50,000.
- (e) Evidence of payment of the sum of ₦100,000 for CSCS Code creation
- (f) Introductory Letter giving a summary of the transaction.
- (g) Evidence of mandate to the Brokers acting on behalf of the Company or the Shareholder (s) for Security Admission
- (h) Evidence of SEC registration of the securities.

The application should be forwarded to

NASD PLC
9th Floor, UBA House 57, Marina
Lagos.
Attention: Head, Legal and Compliance

The Participating Institution must gather, review, and provide to NASD as much information as possible about the Company and its security to help facilitate the process. The application process may take up to 2 weeks.

NASD shall communicate its approval in writing and the security shall be classified as an Admitted Security. The Admitted Security shall be announced on www.nasdng.com and be admitted to trade on the Market.

Kindly send enquiries through email to legalcompliance@nasdng.com or call the NASD help desk on

Admission to trade new security



+234 902 455 9686 for clarification.

Stockbroker Information				
Name of Firm:				
Registered address:				
Telephone:	Email address:			
Principal Officer Contact	Compliance Contact			
Name:	Name:			
Telephone:	Telephone:			
Email address:	Email address:			
Company Information				
Name of Company:	Former Name (If applicable):			
Registered address:				
RC Number:	Date of Incorporation:			
Website address:	Telephone:			
ISIN Number (If assigned):	Type of Security:			
Number of years in operation:				
Industry Regulator:	Sector/Industry:			
Information about the Security				
1. Are the securities or units registered with SEC? details)	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">Yes</td> <td style="width: 33%; text-align: center;">No</td> <td style="width: 33%; text-align: center;">In Progress (Please give</td> </tr> </table>	Yes	No	In Progress (Please give
Yes	No	In Progress (Please give		
2. Title and class of Security:				
3. Description and features of Securities ¹ :				
4. Number of securities in issue and outstanding at the end of the Company's most recent fiscal year:				
5. Nominal value of securities:				

¹ If it is a debt instrument, please attach a copy the Trust deed or the document detailing the terms and conditions of the instrument.

Admission to trade new security



6. Quantity of securities to be purchased or sold:

7. Has trading on this security been suspended on any other exchange? No Yes

If yes, please give details²

Brief description of business:

Company's Financial Information (for the past 3 years)

1. Fiscal year end: ...day..... month	20.....	20.....	20.....
2. Share capital (N'm):			
3. Net Assets (N'm):			
4. Turnover last year (N'm):			
5. Net Profit (N'm):			
6. Dividend per share (N):			
7. Name and address of Auditors:			

Details of Registrars (or Company Secretary)

- Name:
- Address:
- Telephone:
- Contact email:
- Website:

Supporting documents

- The review process may take up to 2 weeks.
- Kindly submit copies of the following documents with your application and tick off the box:

Copy of most recent Annual Report and Accounts	
A duly completed NASD Form 3 in duplicate	
A copy of the Company's most recent Annual Report and Accounts	
Independent Valuation Report	
Evidence of payment of Administrative and CSCS Code Creation Fees of N150,000	
Evidence of registration of the Shares by the Securities and Exchange Commission	
Introductory Letter giving a summary of the transaction.	

² Use additional sheets, where necessary

Admission to trade new security



Evidence of mandate to the Brokers acting on behalf of the Company or the shareholders as the case may be	
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- NASD reserves the right to request for additional information and documentation.

Authorization and Affirmation

..... **(Name of Participating Institution)** has made this application for the purpose of admitting a new security to trade on the OTC Market. As officers of the Company, we have examined the application and declare that to the best of our knowledge, the information provided is true and correct as of this date.

Name of Managing Director/CEO:

Name of Authorized Trader:

Signature:

Signature:

Corporate Seal:

Date:

CIS Number:

CONSENT STATEMENT

I have read and fully understand NASD PLC's [Privacy Policy](#) (please click the link or visit NASD's Website to read NASD's Privacy Policy).

I hereby authorize NASD to process and share my personal data with other accredited organisations or agencies in accordance with the Nigeria Data Protection Regulation.

I understand that this consent may be withdrawn at any time by communicating my intention to NASD at legalcompliance@nasdng.com.

Name of Principal Officer	Name of Enquiries Contact	Name of Compliance Contact	Name of Authorised Trader	Name of Authorised Trader
Signature:	Signature:	Signature:	Signature:	Signature:
Date	Date	Date	Date	Date

OFFICIAL USE ONLY

Request actioned:

Data Protection Officer

Date: