

Instructions for admitting a company on NASD



An Admitted Company is an entity that has been ranked and placed to the NASD Market tier according to their level of compliance with the admission requirements. This status provides visibility and credibility to the approved companies.

NASD has created a transparent platform which will:

- Provide a regulated marketplace for OTC transactions
- Provide a competitive model that encourages market depth and provides liquidity
- Provide a centralised resource to investors for information about the listed security and the company

Benefits

Admission on NASD's market tiers:

- Provides access to capital for growth and development
- Shows the level of its corporate governance structure
- Provides visibility and credibility for the approved companies
- Stimulates liquidity giving shareholders the opportunity to realise value of their investment
- Brings transparency to the overall operations of the company

Market tiers

The Market tiers are categorized into the Pink tier and the Blue tier. The Pink tier is for companies with good growth potential but are either too young or have insufficient information. These companies will carry a caveat that explains why they are in this category.

The Blue tier is for high performing companies with a history of good corporate governance structure and financial reporting standards.

Please click on this [link](#) for the admission requirements.

Application Process

- The applicant company is introduced by a Participating Institution. Please see the list of approved Participating Institutions on our website.
- The Participating Institution shall ensure that the Applicant Company meets all applicable requirements.
- The Applicant Company shall make an application in writing, complete NASD Form 2 in duplicate and attach the supporting documents. The Application shall be addressed to:
The Managing Director
NASD Plc
9th Floor, UBA House
57 Marina, Lagos
- NASD reviews the application and supporting the documents.
- NASD grants approval and places the Admitted Company on the market tier.

Fees for Applicant Companies

| | Below N50m | N50m - N250m | Above N250m |
|------------------------------------|---------------|----------------|-------------|
| Application fees (non-refundable): | =N= 50,000.00 | =N= 100,000.00 | =N= 0.25% |
| Annual Listing fees | 50,000.00 | 100,000.00 | 200,000.00 |



General Information

Full Name of applicant company:

Registered address:

RC Number:

ISIN Number:

Date of Incorporation:

Website address:

Telephone:

Email address:

Fax number:

Name of Participating Institution:

Has the applicant company registered its securities or units with SEC? **Yes** **No** **In Progress (Give details)**

Applicant Contact Information

**Managing Director/CEO
Contact**
(Please attach Resume)

**Investor Relation/Enquiries
Contact**

Company Secretary Contact

Name:

Name:

Name:

Telephone:

Telephone:

Telephone:

Email address:

Email address:

Email address:

1.1 Brief description of the business the applicant company:

1.2 Class and type of Securities/Description and features of Securities to be admitted:

1.3 Other listings (Provide the name of any other exchange outside Nigeria on which the security is already listed):

Trading History

2.1 Please provide contact information for the applicant company's Registrars

- Name:
- Address:
- Telephone:
- Email address:

2.2 Has the securities ever been traded on another exchange? **Yes** **No**

2.3 Does the applicant company have any other class of shares? **Yes** **No** If yes, please give details

2.4 Has the applicant company ever applied to have its shares traded on another market and been denied? **Yes** **No** If yes, please provide name of market, dates and reason for denial.

2.5 Has the applicant company ever been suspended from trading or delisted by an exchange or had trading in its securities halted?

Yes No

If yes, please give details.

Was the action which gave rise to the suspension or halts remedied? **Yes No**

2.6 Has the applicant company ever been in default of its obligations on an exchange? **Yes No** If yes, please give details.

Mode of Payment

Payments can be made by either Bank draft raised in favour of NASD or by Bank transfer.

- Kindly tick the mode of payment: **a) Bank draft, b) Bank transfer**
- For Bank transfer details, kindly contact an NASD adviser by sending an email to finance@nasdng.com

Supporting documents

- Kindly submit copies of the supporting documents with your application and tick off the box :-

| | |
|---|--|
| Applicant's company profile | |
| Sworn undertaking by the applicant company to comply with the applicable Rules and the SEC Code of Corporate Governance | |
| Copy of Certificate of Incorporation of the applicant company | |
| Resolution authorising the application to admit the company | |
| Copy of Memorandum and Articles of Association | |
| Copy of Certificate of registration of securities | |
| If it is a Debt Instrument, copy of Trust Deed or conditions governing the instrument | |
| Certified copy of registered office address | |
| Certified copy of Particulars of Directors | |
| Certified copy of Particulars of Shareholders | |
| Copy of audited accounts/Financial Statement for the past 3 years | |
| Evidence of payment of applicable fees | |
| Copy of approved prospectus | |

NASD reserves the right to request for additional information and documentation. The review process may take up to 4 weeks

Authorization and Affirmation

This information is provided on behalf of the applicant company for the purpose of admitting it to the Market. This is to affirm and certify that we are advisers to the applicant company and have the legal authority to provide information on behalf of the applicant company. We declare that to the best of our knowledge, the above information provided is true and accurate as of this date and we will promptly notify NASD if any change to this information come to our knowledge in the first 6 months from the date of this application.

Please note that the applicant company has a continuing duty to update responses to each of the questions in this application whenever there is a material change to the information previously given.

| | |
|-------------------|----------------------------|
| Name of Director: | Name of Company Secretary: |
| Signature: | Signature: |
| Corporate Seal: | Date: |