

NEW RULES AND AMENDMENTS TO THE RULES AND REGULATIONS OF THE SECURITIES AND EXCHANGE COMMISSION AS AT 24TH MARCH, 2010

Pursuant to Section 313(6) of the Investments and Securities Act, 2007, the following new rules and amendments are made by the Commission:

A. APPROVAL OF APPOINTMENT OF DIRECTORS OF MARKET OPERATORS

A **new Rule 15A** is hereby created as follows:

- i. **Executive** Directors of Market Operators shall be approved by the Commission prior to their appointment;
- ii. A Director of a Market Operator shall have the minimum qualifications as specified in rule 16 of these Rules and Regulations.

B. RULES ON BONUS ISSUE

A **new Rule 40(D)** is created as follows:

(D) Registration of Bonus Issue

1. Definition

“Bonus” means the proportionate issuance of new shares to the existing shareholders of a company, at no cost to the shareholders by the capitalization of accumulated reserves from the profits earned in previous years.

2. Registration Requirements

An application for registration of bonus issue by public companies shall be made in the designated form within one month of the approval by the shareholders and shall be accompanied by the following:

- (i) a copy each of the Board and Shareholders resolutions authorizing the issue and certified by the Company Secretary;
- (ii) a copy of the audited accounts of the company showing provisions for the bonus;

- (iii) a copy of the certificate of increase in share capital certified by the CAC or by the issuer's Company Secretary, where applicable;
 - (iv) evidence of payment of registration and filing fees **to** the Commission;
 - (v) a copy of the Certificate of Incorporation certified by the issuer's company secretary, where the document has not been previously filed with the Commission;
 - (vi) a copy of the Memorandum and Articles of Association certified by the CAC, where the document has not been previously filed with the Commission or where the previously filed copy had been amended.
3. The Commission shall register bonus issues within 7 working days of receipt of the application, provided the applicant has complied with all registration requirements.
 4. The company shall forward the Commissions' approval together with the bonus share certificates (**where applicable**) to the Registrar within 1 (one) working day of receipt of the approval.
 5. ***The registrar shall forward the required data to CSCS within five working days and the CSCS shall credit shareholders account within 2 working days.***
 6. Bonus issues shall be distributed as follows:
 - (i) credited to the shareholders account at the securities depository within **5** working days of approval by the Commission;
 - (ii) where the shareholder requests in writing for a physical certificate, or did not provide the Registrar with his clearing house number **or the company is a public unlisted company**, the certificate shall be dispatched within one month of approval by the Commission.
 7. Failure to credit a shareholders' account or dispatch the certificate within the specified period shall attract a penalty of N100,000 in the

first instance and thereafter N5,000 per day for the period of default, ***payable by the defaulting party.***

C. Other Amendments to the Rules and Regulations

1. Validity Period of Accounts

A **new Rule 40(B) (I)(IV)(h)** is created to read as follows:

“The latest audited accounts shall not be more than nine months old for corporate bodies or twelve months old for states, local governments and Federal Government agencies and supranational bodies”.

2. Rule 40 (3)

The rule should be redrafted to read:

“Where the issuer had already filed such documents with SEC (e.g. Memart or certificate of incorporation or certificate of increase in share capital, etc.) such issuer need not file the documents in subsequent transactions provided, there is an undertaking that there is no change in the document already filed with the Commission”.

3. Condition for approval of Initial Public Offer and Listing by Introduction

A **new Rule 50** is hereby created.

A company may be eligible to ***undertake*** an Initial Public Offer (IPO) of pure equity or convertibles or listing by introduction only if it meets the following conditions:

- i. It has a three (3) year ***financial*** track record;
- ii. It has a track record of distributable profits excluding extraordinary profits for at least two out of the immediately preceding three (3) years;
- iii. It has positive shareholders funds.

4. Rule 50 - Filing of registration statement

- i. The existing Rule 50 is amended to read Rule 50 (1) with a proviso as follows:

“Provided that the Commission shall be at liberty to reject the filing of any registration statement which does not conform with the requirements of the Act and the Rules and Regulations”.

ii. A **new Rule 50(2)** is created to read as follows:

“The time interval between the initial filing of documents and the time approval is given by the Commission shall ***not be more than*** 6 (six) weeks”.

iii. A **new Rule 50(3)** is created to read as follows:

Rule 50 (3)- Declaration by the issuer on full disclosure

“The Issuer shall make a sworn declaration that it has fully disclosed all material facts in the offer document and the declaration shall be signed by the Chief Executive Officer, the Company Secretary and the Chief Financial Officer of the issuer”.

5. New Rule 50(A) – Condition for Approval of Subsequent Public Offer

A **new Rule 50(A)** is created to read as follows:

“Subsequent capital raising shall be approved only upon satisfactory account of utilization of previous issue proceeds”.

6. Incorporating Forecast on oversubscription in the offer documents

A **new Rule 56(xv)** is created to read as follows:

‘a revised forecast in the event of oversubscription and absorption of 15% of the offer ***shall be disclosed in the offer document***’.

7. All Parties Meeting

A **new Rule 59B** is created to read as follows:

“There shall be at least two all parties meetings before the opening of the offer and SEC reserves the right to review the minutes of such meetings”.

8. Pre-Offer waiting Period (Fixed price offers)

A **new Rule 59C** is created to read as follows:

“There shall be ***at least*** one week pre-offer period before the opening of the offer. For the purpose of this rule, it shall be the period from the date of the execution of offer documents to the date an offer opens”.

9. Extension of Offer period

i. A **new Rule 60 (d)** is created to read as follows :

“Before an extension is granted, the issuer’s latest audited *accounts* shall remain valid ***throughout the extension period. The new closing date shall be the reference date for the purpose of computing any penalty for late submission of an allotment proposal.***”

ii. A **new Rule 60(e)** is created to read as follows:

“Where an extension is granted penalty shall not be charged”.

10. Opening of interest yielding account for offer proceeds

Rule 64 (1) is amended to read as follows:

“The Issuing House ***with the receiving banker*** (the lead Issuing House, if any) shall ensure that all proceeds of an issue are deposited in a separate interest yielding account”.

11. Absorption of oversubscription

Rule 64 (4) (a) (iii) is amended to read as follows:

“The surplus amount to be ***absorbed*** shall not be more than 15% of the ***offer size***”.

12. Interest on Return Monies

A **new Rule 64(7)** is created to read as follows:-

“If return monies are not dispatched in compliance with Rule 64 (4), accrued interest shall be paid to the unsuccessful applicants at a rate not below CBN MPR + 5%.

13. Basis of Allotment

Rule 69 (2) is amended to read as follows:

In the case of over-subscription in a public offer or renounced shares in a rights issue, a minimum modified pro-rating approach shall be adopted. This entails that all subscribers in the public offer shall be allotted the minimum subscription units as specified in the offer documents, and then the residual balance shall be pro-rated i.e. all subscribers would be allotted equal proportion of **the amount applied for**. Where the minimum subscription cannot accommodate all the subscribers, the minimum to be allotted shall be reduced so as to accommodate all the subscribers.

In the case of a rights issue, the allotment for the renounced shares shall be pro-rated”.

14. Rule 70(6) (ii) (Subscription level for Issues not underwritten)

Rule 70(6)(ii) is amended to read as follows:

“Where an issue not underwritten is less than 50% subscribed, the issue shall be aborted by the Issuer”.

15. Listing of Securities after Allotment clearance

A **new rule 71(ii)** is created to read as follows:

“Securities shall be listed not later than 30 days **after** the allotment clearance (where applicable).

16. Rule 73 - Cost of issue

Rule 73 is amended to read as follows:-

“The total cost of issue shall not exceed **4.3%** of the gross total proceed from the issue **excluding the underwriting fees** or such percentage as the Commission may prescribe from time to time”.

17. Amount to be underwritten (Rule 75)

Rule 75 is amended as follows:

“Underwriting of public issues shall be at the discretion of the Issuer”.

18. Underwriting of Rights Issues

A **new Rule 75A** is created to read as follows:

- (a) A rights issue may be underwritten at the discretion of the Issuer subject to the prior consent of its shareholders;
- (b) Shareholders shall pass a special resolution that in the event of an under-subscription, their pre-emptive rights be waived to enable the underwriter take up any unsubscribed shares.

19. Underwriting Capacity/Commitment

Rule 76 is amended by deleting Rule 76(1) and **(2)**. The Rule will therefore have no sub-section and would read as follows:

“The level of underwriting commitment by a single underwriter at any time shall not be more than 3 times its shareholders funds for equity offering, and 4 times for fixed income securities”.

20. Rule 90 (Private Placement)– Conditions for approval of offer

A **new Rule 90(viii)** is created to read as follows:

“All subsequent capital raising shall be approved only upon satisfactory account of utilization of previous issue proceeds”.

21. Advertisement of Private Placements

A **new Rule 90(2)** is created to read as follows:

“Private Placements shall not be advertised, mentioned and/or discussed in the print and electronic media.

Approval of a private placement may be suspended or withdrawn for violation of this rule. ***Any Capital Market Operator engaged in an advisory role on the private placement may also be sanctioned***”.

22. Rule 100: Know Your Customer

- i. Under Rule 100(1)(a)(vi), “where applicable” should be deleted.
- ii A **new Rule 100(1)(a)(vii)**, is created to read as follows:
“Bank Account details”.

The subsequent sub-rules should be renumbered accordingly.

iii. Rule 100 (1)(c)

A **new rule 100 (1)(c)** is created to read as follows:

Account opening documents and mandate form shall be completed electronically or otherwise ***in triplicate, with copies held by*** the following:

- a) Stockbroker;
- b) Central Securities Clearing System (CSCS);
- c) Investor.

It shall be the responsibility of the stockbroker opening the account to circulate ***a copy*** to the **CSCS**.

iv. Rule 100 (6)(B)

Existing Rule 100 (6) becomes 100(6) (A), while a **new 100(6)(B)** is created as follows:

- (B) “Other acts that constitute suspicious transactions include, but are not limited to:
 - (i) transactions with unusual frequency;
 - (ii) frequent deposit of cash with an operator in sums marginally below the threshold specified by law;
 - (iii) transactions by or on behalf of clients without evidence or capacity to own such funds;
 - (iv) transactions involving under aged persons, and clients with irregular signatures and/or regular change of address;
 - (v) transactions inexplicable in commercial terms and deviating from conventional business norms, practices and habitual patterns;

- (vi) transactions that obscure the real identities of the parties involved;
- (vii) Inter-member transfer of specific stock from a client to another stock broking firm for sale without any previous buying instruction from client etc”.

23. Rule 200: Issue and Handling of Certificates

Rule 200 (7) is amended to read as follows:

- (i) A broker shall upon receipt of a **share** certificate for verification ***from an investor on whom he has conducted a due diligence in accordance with Rule 100,*** forward the certificate to the Registrar ***within 24 hours;***
- (ii) The Registrar shall within 10 working days from the day of receipt of a **share** certificate from the Broker, ***verify the signature of the shareholder or determine that the signature of the shareholder requires his bankers’ confirmation;***
- (iii) ***The Broker shall confirm the verification status of all certificates lodged with the Registrar after 10 days;***
- (iv) ***Where the signature of the shareholder requires his banker’s confirmation, the Registrar shall return the certificate to the stockbroker. The stockbroker shall contact the shareholder within 2 working days of receipt of a need for the shareholder’s bankers confirmation.***

24. Rule 226: Depository receipts of Nigerian entities

A **new Rule 226(3)** is created to read as follows:

“GDR issues shall be approved only upon satisfactory account of utilization of proceeds from previous raising”.

25. Rule 109B (vi) was amended to read as follows;

“shares shall only be purchased out of the profit of the company which would otherwise be available for dividends, or the proceeds

of a fresh issue of shares made for the purpose of the purchase. These shall be reflected in the latest audited accounts which shall not be more than 9 months old”.

D. RULES ON ISSUANCE OF CORPORATE BOND

A new Rule 307A is created as follows:

Rule 307(A): Corporate Bonds

“These rules shall apply to all bond issuance by any public company, foreign public companies and supranational bodies”.

1. Documents/Information Required:

In relation to any issue, offer or invitation made pursuant to these rules, the following documents shall be filed along with the registration statement:

- (a) Duly completed form SEC 6;
- (b) Appropriate filing and Registration Fees;
- (c) Two copies of the resolution by the general meeting authorizing the issue of the bond;
- (d) Two copies of the Memorandum and Articles of Association of the Issuer certified by the Corporate Affairs Commission;
- (e) A copy of Certificate of Incorporation of the Issuer certified by the Company Secretary;
- (f) A signed copy of the Issuers **latest** audited accounts for the preceding three (3) years, with the latest account not more than nine months **old**;
- (g) Reporting Accountant report;
- (h) Consent letters of the parties to the offer;
- (i) Two copies of **the draft** vending agreement between the issuer and the issuing house;
- (j) **Draft** underwriting agreement (where applicable);
- (k) Rating report by a registered rating agency;
- (l) A letter of No Objection from the relevant regulatory body (where applicable);

- (m) Two copies of draft Trust Deed;
- (n) A **draft** prospectus, Right Circular, Placement **memorandum** or any form of information memorandum shall contain the following information:
 - i. Background information on the Issuer and/or Originator in the case of Asset-Backed Securities (ABS) issue including Mortgage Backed Securities (MBS);
 - ii. Profile of Directors of the Issuer;
 - iii. A description of the transaction and structure of the issue;
 - iv. Details of the utilization of proceeds. If proceeds are to be utilized for project, details of the project;
 - v. Details of estimated expenses for the issue;
 - vi. Conflict of interest situations, risk factors and mitigating factors;
 - vii. For issuances made for the purpose of refinancing an existing debt, information on the existing debt should be provided;
 - viii. Coupon rate, the date of maturity or if the issue matures severally, a brief information on the serial maturities;
 - ix. Names, telephone numbers and facsimile number and the e-mail addresses of principal officers of the issuer and Principal Advisers of the issue;
 - x. Terms and conditions of the issue;
 - xi. Any other material information in relation to the issue.
- (o) Declaration by the Issuer on compliance with all requirements of the Act;
- (p) Such other material information as may be required by the Commission.

2. Condition for Approval

The Issuance of Bonds by Public companies and supranational bodies shall be subject to the following conditions:

(a) Eligibility of Debt Offering

- i. Any public company, foreign **public** company **or** supranational body **is** eligible to issue corporate bonds;
- ii. All necessary approvals (where applicable) in relation to the issue, from other regulatory authorities shall be obtained and filed with the Commission **together with the registration statement**. Any conditions imposed by such regulatory authorities, shall be complied with throughout the tenor of the bond;
- iii. All issues of corporate bonds shall be rated by a rating agency registered with the Commission and disclosed in the offer documents. The rating shall be reviewed annually throughout the tenor of the bond and published in at least two national newspapers;
- iv. For a bond that will be issued through public offering, the credit rating shall not be below an investment grade;
- v. No Issuer shall offer bond if it is in default of payment of interest or repayment of principal in respect of **previous debts issuance** for a period of more than six (6) months.

(b) Mode of issue

Corporate bonds may be issued by way of an offer for subscription, rights issue or private placement.

(c) Resolution

There shall be a resolution by the general meeting authorizing the issue of the bond.

(d) Disclosure and creation of charge

Where the debenture is secured, the Issuer shall ensure the assets on which the **debenture** is secured **are** adequate and this should be specifically stated together with the ranking of the charge(s) in the offer documents.

In case of second or residual charge or subordinated obligation, the offer documents shall clearly state the risks associated with such subsequent charges by giving details.

3. Bond Issuance (State and Local Government) – Rule 307

(a) The following provisions should be added to Rule 307:

- i. State and Local Government shall publish their audited annual financial statements in at least two (2) national newspapers throughout the life of the bond. Also, the rating of the state and local government bonds shall be reviewed annually provided that the rating shall be no more than 12 months apart and shall be published in at least two national newspapers;
- ii. State and Local Government shall publish information on funds utilization **annually** in at least two (2) national newspapers. The publication shall be subject to clearance by the Commission;
- iii. Underwriting shall be at the discretion of the Issuer. In the event that the Issuer and its financial adviser decide that there shall be no underwriting, the minimum level of subscription shall be in line with the provisions of Rule 70 (6) (ii);

Provided that, where an issue not underwritten is undersubscribed, the Commission shall be informed of the source of the funding gap and such information shall be filed together with the proposed basis of allotment.

(b) The following provisions are amended:

- i. **Rule 307(viii)** on underwriting agreement was amended by adding “where applicable”

(c) REDUCTION OF SEC FEES FOR THE REGISTRATION OF BOND ISSUANCE

Schedule 1,Part C, 4(i) is amended to read as follows:

- i. Primary Market registration fee -- 0.15%.*

**E. NEW RULE 249 (A)
RULE ON MONEY MARKET FUND**

1. Definition

Money Market Fund: is a Collective Investment Scheme authorized by the Commission having as its primary objective, the provision to investors/participants in the Scheme of steady streams of income derived from *investments* in **high quality** money market instruments with financial institutions **rated** by a registered rating agency as specified from time to time by the Commission.

2. Use of Name/Title

- i. The name and title 'Money Market Fund' shall apply exclusively to schemes that qualify as such on the basis of the definition provided in Rule 249 A(i) above and not to schemes with diversified portfolio notwithstanding the proportion of such portfolio invested in money market instruments;
- ii. No scheme or proposed schemes shall hold itself out in any form of communication (application for registration, offer documents, advertisement, letter, circular etc) as a money market fund where such does not meet the definition specified in Rule 249 A(i) above and other criteria specified in these Rules.

Accordingly any existing scheme with the name Money Market that does not meet the qualifying criteria set in these Rules must drop the use of the name Money Market or upgrade to meet the criteria.

3. Approved/Permissible Instruments

The deposited property of registered and approved Money Market Funds shall only be invested in the following:

- i. High quality money market instrument, unsubordinated short term debt securities, such as Banker's acceptances, certificates of deposits, Commercial papers, collateralised repurchase agreements,etc;
- ii. Deposits (Fixed/Tenored) with eligible financial institutions;

- iii. Other instruments introduced and approved by the Central Bank of Nigeria (**CBN**) from time to time;

Provided that the instruments/ **Issuer** shall have a credit rating not below the investment grade approved by the Commission.

4. Term to Maturity of Investment Asset

The approved investments in which a recognized Money Market Fund will invest in shall:

- i. Have a maximum term to maturity at the time of issuance of not more than 366 days;
- ii. **Undergo** regular yield adjustments within a period not exceeding 366 days;
- iii. The remaining term to maturity for short term unsubordinated debt securities in the Fund's portfolio shall be taken to be the period of days remaining till the date of maturity.

5. Portfolio Maturity

The weighted average maturity of the Fund's portfolio shall not exceed **90 (ninety) days**.

6. Asset Allocation

The asset of the fund shall be invested 100% in permissible instruments with a term to maturity at the date of acquisition by the fund manager of not more than 366 days.

7. Investment Restriction

The investment restriction/limit imposed by any law for the time being for the regulation of Trust Funds shall apply with necessary modifications relating to the nature of the Money market fund.

8. Government Securities

A Fund shall invest a minimum of **25%** of the Fund's assets in short term debt securities issued or guaranteed by the Nigerian Government.

9. Authorized Collective Investment Schemes

A fund may invest in another authorized Money Market Fund provided that the fund is of a higher investment grade and the proportion of the investment shall not exceed 5% of its Net Asset Value for a single fund and 20% for a group of Money Market **Funds**.

10. Valuation (Amortized Cost Method/ Accumulated Net Asset Value)

The Fund Manager and Trustee of a scheme shall work to ensure a stable Net Asset Value per unit **or Accumulated Net Asset Value (ANAV)** of the Scheme of **N1.00** determined on the basis of the Amortized cost method.

11. Stable Net Asset Value Per Unit

A Fund shall market and maintain the unit of the Fund at a stable Net Asset Value of **N1.00** per unit.

12. Valuation Review

- i. The Fund Manager of a scheme shall ensure periodic review of differences between amortized cost value of the Fund and the market value as a result of *changes* in yield/prices and make a report of material deviation where amortized cost value falls below the market value.
 - (a) Whenever material discrepancies between the amortized cost value of the Fund's portfolio and the market value is in excess of between 10 basis point (0.1%) and 30 basis point (0.3%), this should be brought to the attention of the Board of the Fund Management Company and Fund's Trustees in writing within five days of such discrepancy coming to light;
 - (b) where discrepancies in excess of between 30 basis points 0.3%) and 50 basis points (0.5%) occur between the amortized cost value of the Fund's portfolio and the market value, the Fund Management Company should with the Trustees jointly notify the Commission- within five days of the Trustees becoming so informed- in a report specifying the action to be taken to reduce the deviation.

13. Dividend Distribution

- i. Dividend reflecting average accrual income to the Fund and net of operating expenses shall be distributed every **quarter** of each financial year to eligible unit holders;
- ii. Dividend payment shall be computed on the basis of the amortized cost;
- iii. Information shall be disclosed to unit holders at the point of subscription of the option to elect for reinvestment or payment of dividend.

14. **Fund Rating**

Each Fund shall be rated by a rating agency registered with the Commission and subject to annual review throughout the life of the fund.

15. **Risk Assessment**

Each Fund shall have a laid down risk assessment policy in place which shall be disclosed to unit holders ***in the prospectus or purchase document and at the fund's Annual General Meeting.***

16. **Prohibitions**

Limits of Investment

- i. Where the limits on investments in 7, 8 and 9 above are affected as a result of diminution or appreciation in value of the related/affected part of the funds portfolio, the **Fund Manager** shall not enter into any further transaction that will cause a further diminution or appreciation in the limit already breached;
- ii. Necessary action shall be taken to rectify the breach within three (3) months of occurrence.

F. Amendments to Schedule 1, Part C, items 5,6&7 of SEC Rules and Regulations

Schedule 1, Part C, items 5, 6 and 7 of the Rules and Regulations which empowers the Commission to charge 0.25% of the gross income of Collective Investment Schemes, Venture Capital Fund and Real estate Investment Trust Schemes as annual supervision fees is deleted.

G. PART G: Regulation of Mergers, Takeovers and Acquisitions

Rule 227 – Definition

A new definition is created to read as follows:

“Partnership” means a voluntary relationship existing between two or more persons to carry on business as co-owners and share in the profit and loss.

Rule 228 – Scope of the Regulation

- (iii) Partnerships;

- (iv) Any merger, Takeover, Acquisition or Business Transaction undertaken by any Federal Government owned Agency pursuant to statutory powers vested in it, ***shall in addition be subject to the approval of the Commission***

Rule 229

A **new Rule 229 (2)(c)** is created to read as follows;

- (c) “Though the contemplated merger is likely to restrain competition, one of the parties to the merger has proved that it is failing”.

Rule 230 – Exemptions

Sub- Rule (ii) is deleted and a **new Sub-Rule (ii)** is created to read as follows:

“In a small merger, the merging entities shall not be required to notify the Commission of that merger but shall be required to inform the Commission at the conclusion of the merger”.

Rule 231-Procedures for obtaining Approval for Mergers

Rule 231 (1) is amended to read as follows:

‘File with the Commission a merger notification for evaluation’.

Rule 231 sub rule (2) is hereby deleted.

Rule 232:Requirements for pre-merger notice

This heading is changed to read **Rule 232 (A): Requirements for Merger Notification**

New **Rule 232(A)(v)** is created to read as follows:

- (v) “Where a party to a small merger is required by the Commission to notify it of the merger, documents forwarded shall be the same as those required for a merger notification”

New **Rule 232(A) (vi)** is created to read as follows:

- (vi) “Extract of Board resolutions of the merging companies authorizing the merger duly certified by a Director and the Company Secretary”.

In addition to the existing requirements in Rule 232(A), the following requirements have been added:-

- vii.** A copy of the letter appointing the Financial Adviser(s);
- viii.** Copy of certificate of incorporation certified by the Company Secretary;
- ix.** CAC Certified True Copy of Particulars of Directors
- x.** Letter of no object from company’s Regulators.*(where applicable);*
- xi.** The audited accounts of the merging entities for the preceding five years or the number of years **any of** the companies **have** been in operation if less than five years;
- xii.** Applicable merger notification fee of N50, 000.00 (fifty thousand naira) per merging company (for intermediate and large mergers);
- xiii.** In the case of an intermediate or large merger a copy of the merger notification shall be forwarded to:
 - a. any registered trade union that represents a substantial number of its employees; or
 - b. the employees concerned or representatives of the employees concerned, if there are no such registered trade unions.
- xiv.** Additional information to be disclosed in the Information Memorandum includes:
 - a) The actual and potential level of import competition in the relevant industry;
 - b) The ease of entry into the industry, including tariff and regulatory barriers;
 - c) The level **and** trends of concentration and history of collusion in the relevant industry;
 - d) The degree of countervailing power in the market;
 - e) The dynamic characteristics of the relevant industry including growth, innovation and product differentiation;
 - f) The nature and extent of vertical integration in the relevant industry;
 - g) Whether the business or part of the business of a party to the merger or proposed merger has failed or is likely to fail;
 - h) Whether the merger will result in the removal of an effective competitor;
 - i) Any other information that the Commission may require in respect of the Merger.
- xv.** Merger applications may be filed by separate financial advisers (registered as an Issuing House) or solicitor for each of the merging

companies, provided that in case of a small merger one (1) financial adviser may be used.

A **New Rule 232 (B)** is created to read as follows:

Lower and Upper Thresholds of Mergers is provided as follows;

- (1) “The lower threshold shall be below N250,000,000.00 of **either** combined assets or turnover of the merging companies, the intermediate threshold shall be between N250,000,000.00 and N5,000,000,000.00, while the upper threshold shall be above N5,000,000,000. 00”.
- (2) “The determination of the threshold shall be by the combination of assets or turnover or the combination of both turnover and assets in Nigeria”.

New Rule 232 (C): Clearance of Scheme Document

A **new Rule 232(C)** is created to read as follows:

Prior to making an application for court ordered meeting in respect of intermediate and large mergers, the following documents should be filed for the review and clearance of the Commission:

- i. letters of consent **signed by an individual or duly notarized;**
- ii. Financial reports for the preceding five years or the number of years the company has been in existence, (where it has been in existence for less than five years);
- iii. Any other document as may be required by the Commission.

A **new sub-rule 232(ii) (f)** is created to read as follows:

- (f) “ a detailed write-up of proposed transaction contained in an information memorandum which shall include the following:
 - i. State the products or services that the merging entities sell or provide in, into or from Nigeria. In addition, identify any products or services that you believe are considered by buyers as reasonably interchangeable with, or a substitute for, a product or service provided in, into or from Nigeria by parties to the merger;
 - ii. For each identified product or service, state the geographic area (s) in Nigeria, in which the merging entities sell;
 - iii. For each identified product or service, identify and provide contact details of the top five producers or providers in each identified geographical area with the largest estimated turnover in value, and their estimated share of the total turnover during the last financial year;

- iv. For each identified product or service, state the turnover in each of the identified geographical area during the last financial year;
- v. For each identified product or service, identify and provide contact details for the merging entities' five customers in each of the identified geographical area with the largest aggregate purchases in value during the last financial year;
- vi. The business relationship among the merging entities in terms of the products or services they sell to one another as well as the value of those products and services sold during the last financial year.
- g. The note shall also Indicate whether the merger will involve the following:
 - i. Transfer of all or part of the assets, liabilities, undertakings, including real and intellectual property rights;
 - ii. Transfer of shares or other interests.
- h. Where a company involved in the merger transaction claims that it is failing, the following documents shall be forwarded:
 - i. Financial information demonstrating that the firm will be unable to meet its financial obligations in future;
 - ii. Information indicating that the failing firm would reasonably be expected to exit the market unless the merger is implemented.

Rule 233: Requirement for formal Approval

Existing appendix vii of **Rule 233 (c)** dealing with **Schedule of fees**, was moved to **Schedule I** of the Rules and Regulations which generally deals with fees.

A new provision, which reads as follows:

“Proxy fees - N5, 000 per company for proxy materials”,
is created under **Schedule I** of the Rules and Regulations.

Rule 233 – Requirements for formal Approval – This heading should be replaced with **“Clearance of Scheme Documents”** and moved to newly created **Rule 232 (C)** i.e. with all provisions under **existing Rule 233** from pages 265-270 of the Rules and Regulations.

New Rule 233: Requirements for formal Approval

Documents to be forwarded:

- a) Extract **of the minutes** of the court ordered meeting of the merging entities in support of the merger duly certified by a Director and the Company Secretary. The **extract** shall capture the consideration as approved by majority shareholders, representing not less than three – quarter (3/4) in value of the shares of members being present and voting either in person or by proxy;
- b) Two copies of the scheme document duly signed by the parties to the merger;
- c) Evidence of the executed resolutions passed at the separate Court – ordered meetings;
- d) Scrutineers report showing the result of voting and total number of votes casts;
- e) Stamped Power of Attorney of Directors who were absent at the separate court – ordered meetings (where applicable);
- f) Evidence of clearance letter from the Federal Inland Revenue Services regarding any tax liability (where applicable);
- g) Amended copy of the Memorandum and Articles of Association of the resultant company (where applicable).

Additional information to be included in new Rule 233

- (h) CAC form showing Particulars of Directors;
- (i) CAC form showing allotments (for private companies) only;
- (j) Reporting Accountants' Report on the financials and forecasts of the merging entities;
- (k) Evidence of payment of processing fee;
- (l) Relevant SEC Form.

A **New Rule 233(4)** is created to read as follows:

Where all requirements have been fulfilled, the Commission shall inform the court, by a statement in writing whether the merger is approved, subject to conditions or prohibited.

Rule 234- Post Approval Requirements

Under existing **Rule 234** , line 1, delete the word '**final**' after the word '**the**'.

Rule 234(A) – Post Approval Requirements

The following new provisions were added to the existing **Rule 234(f)**:

- (4) Treatment of dissenting shareholders;
- (5) Submission of gazetted copy of the court sanction;
- (6) Evidence of allotment of shares;
- (7) Evidence of settlement of severance benefits of employees,
(*where applicable*).

New Rule 234(B): Post Merger Inspection

A **new Rule 234(B)** is created to read as follows:

Three (3) months after approval by the Commission, a post merger inspection shall be carried out by the Commission to ascertain the level of compliance with the provisions of the scheme documents.

Documents to be inspected include:-

- i. The Board Minutes book;
- ii. Original Certificate of Incorporation of the resultant company
(where applicable);
- iii. Copy of the amended Memorandum and Articles of Association
(where applicable);
- iv. Severance benefits of employees of the dissolved companies;
- v. Final settlement of shareholders;
- vi. Dispatch of share certificates;
- vii. Settlement of debts;
- viii. Report of shareholders representatives on the merger;
- ix. Any other document that may be required by the Commission from
time to time.

New Rule 234(C): Power to Order the Break up of Company

A **new Rule 234(c)** is created to read as follows:

- (1) Where the Commission **determines** that a company constitutes a restraint to competition or creates a monopoly in a particular industry, the Commission shall order the break up of the company.

Before the Commission makes a determination to order the break up, it shall:

- a. Communicate the basis of its observation to the **company** in writing and the **company** will be expected to forward their response to the Commission within thirty (30) days of receipt of the letter;
- b. Review the company's response and where it is found that competition is restrained, senior officers of the company shall be invited to further defend their position;
- c. Communicate the final decision of the Commission to the Company.

(2) The Commission shall forward its decision to the Court for sanctioning.

A **new Sub-Rule(3)** is created to read as follows:

(3) The following shall be considered as business practices capable of restraining competition and creating monopoly:

- i. **The entry into agreements with other companies or business undertakings which have as their object or effect the prevention, restriction or distortion of competition in any part of the Nigerian market, and in particular those which:**
 - a. **Directly or indirectly fix purchase or selling prices or any other trading conditions;**
 - b. **Limit or control production, markets, technical development, or investment;**
 - c. **Share markets or sources of supply;**
 - d. **Apply dissimilar conditions to equivalent transactions with other trading parties, thereby placing them at a competitive disadvantage;**
 - e. **Make the conclusion of contracts subject to acceptance by the other parties of supplementary obligations which, by their nature or according to commercial usage, have no connection with the subject of such contracts.**
- ii. **The abuse by companies or business enterprises of dominant positions achieved by them in any part of the Nigerian Market irrespective of how such positions of dominance were achieved. Such abuse may, in particular, consist in:**
 - a. **Directly or indirectly imposing unfair purchase or selling prices or other unfair trading conditions;**

- b. Limiting production, markets or technical development to the prejudice of consumers;*
- c. Applying dissimilar conditions to equivalent transactions with other trading parties, thereby placing them at a competitive disadvantage;*
- d. Making the conclusion of contracts subject to acceptance by the other parties of supplementary obligations which, by their nature or according to commercial usage, have no connection with the subject of the contracts.*

H. METHOD OF CALCULATION OF ANNUAL TURNOVER OR ASSETS TO BE APPLIED IN RELATION TO MERGER THRESHOLDS

A **new Schedule X** was created to include the following:

“METHOD OF CALCULATION OF ANNUAL TURNOVER OR ASSETS TO BE APPLIED IN RELATION TO MERGER THRESHOLDS”.

Nigerian Statement of Accounting Standards (SAS) 30 Apply.

For the purpose of Section 120 of the Investments and Securities Act (ISA), 2007, the assets, and the turnover, of a firm must be calculated in accordance with the Nigerian Statement of Accounting Standards (SAS)30, subject only to the following provisions as contained in this schedule.

METHOD OF CALCULATION OF ASSETS

For the purpose of Section 120 of the Investments and Securities Act (ISA), 2007, the asset value of a firm at any time is based on the gross value of the firm’s assets as recorded on the firm’s balance sheet **at** the end of the last audited financial year, subject to the provisions of sub-items (1) and (2).

1. In particular:

- (a) the asset value equals the total assets less any amount shown on that balance sheet for depreciation or diminution of value;
- (b) the combined assets are to include all assets on the balance sheets of the firms concerned, including any goodwill or intangible assets included in the merging entities balance sheets;
- (c) no deduction may be taken for liabilities or encumbrances of the firm;

- (d) the calculation of the combined assets shall be based on the combined assets of the companies before the merger. The combined assets, excludes any goodwill or intangible assets that would arise as a result of the merger;
 - (e) the combined assets are not adjusted for any investments the acquiring firm might have in the target firm or amounts due by one firm to the other; and
 - (f) assets in Nigeria includes all assets arising from activities in the country.
2. If, between the date of the financial statements being used to calculate the asset value of a firm, and the date on which that calculation is being made, the firm has acquired **or** any subsidiary company, associated company or joint venture not shown on those financial statements, or divested itself of any subsidiary company, associated company or joint venture shown on those financial statements-:
- (a) The following items must be added to the calculation of the firm's asset value:
 - i) The value of those recently acquired assets; and
 - ii) Any asset received in exchange for those recently acquired asset.
 - (b) The following items may be deducted in calculating the firm's asset value if these items were included in the firm's asset value:
 - i) The value of those recently divested assets at the date of their divestiture.

METHOD OF CALCULATION OF TURNOVER

For the purpose of Section 120 of the Investments and Securities Act (ISA), 2007, the annual turnover of a firm at any time is the gross revenue of that firm from income in, into or from Nigeria, arising from the following transactions and events as recorded on the firm's income statement for the last audited financial year, subject to the provisions of sub-items (1), (2) and (3):

- (a) the sale of goods;
- (b) the rendering of services; and
- (c) the use by others of the firm's assets yielding interest, royalties and dividends.

1. In particular:

(a) When calculating turnover, the following amounts may be excluded:

- i) any amount that is properly excluded from gross revenue in accordance with **any relevant SAS**;
 - ii) taxes, rebates or any similar amount calculated and paid in direct relation to revenue, as for example, sales tax, value added tax, excise duties, and sales rebates, may be deducted from gross revenue;
- (b) no adjustment is made for any amount that represents a duplication arising from transactions between the acquiring firm and the target firm;
- (c) revenue excludes gains arising from non-current assets and from foreign currency transactions; and
- (d) for banks and insurance firms, revenue includes those amounts of income required to be included in an income statement in terms of **any relevant SAS**, but excluding those amounts contemplated in paragraph (c).

2. If, between the date of the most recent financial statements being used to calculate the turnover of a firm, and the date on which that calculation is being made, the firm has acquired any subsidiary company, associated company or joint venture, asset, shares or any other interest not shown on those financial statements OR divested itself of any subsidiary company, associated company, joint venture, assets, shares or any other interest shown on those financial statements;

(a) the turnover generated by those recently acquired assets, must be included in the calculation of the firm's turnover if this turnover should in terms of **any relevant SAS** be included in the turnover of the firm;

(b) the turnover generated by those recently divested assets in the immediately previous financial year may be deducted from the firm's turnover if this was included in the turnover of the firm.

3. If the financial statements used as a basis for calculating turnover or the turnover included in terms of sub item (2) are for more or less than 12 months, the values recorded on those statements must be pro-rated **or extrapolated** to the equivalent of 12 months.

- I. The provision of schedule vii dealing with the Rules of Procedure of the Commission's Administrative Proceeding Committee were amended to conform with the general rules of fair hearing

SCHEDULE VII

RULES OF PROCEDURE OF THE ADMINISTRATIVE PROCEEDING COMMITTEE OF THE SECURITIES AND EXCHANGE COMMISSION

Rule 1: Definitions

- “Appropriate Department”** means the Department for the time being responsible for investigation and enforcement in the Commission.
- “Commission”** means the Securities and Exchange Commission established by the Investments and Securities Act (ISA).
- ‘Committee’** means the Administrative Proceedings Committee of the Securities and Exchange Commission.
- ‘Complainant’** means a person who has filed a complaint before the Committee or on whose behalf a complaint has been filed.
- ‘Respondent’** means the person against whom a complaint has been made before the Committee.

Rule 2: Parties

The parties to the proceedings before the Committee shall be:

- a) In a matter initiated by the Commission:
 - i. the Head of Department responsible for investigation in the Commission;
 - ii. the person or institution against whom an allegation of violation of the Act or Rules has been made;
 - iii. any other person required by the Committee to be joined or joined by leave of the Committee.
- b) In any other case:
 - i. the Complainant;
 - ii. the Respondent;
 - iii. any person considered by the Committee to have an interest in the proceedings or joined by leave of the Committee.

Rule 3: Reference of matters to the Committee

- a) Complaints shall be forwarded to the Commission by the Complainant or its/his representative or any interested party and the Commission shall cause the complaint to be investigated by the appropriate Department;
- b) Where the appropriate Department is of the opinion that any provision of the Investments and Securities Act (ISA), the Rules and Regulations or the Code of Conduct for Capital Market Operators and their Employees made there under have been or is threatened to be violated, it shall prepare a report of the matter and formulate appropriate claim(s) and particulars thereof or details of the alleged violations and forward them to the Secretary of the Committee with all documents considered by the Department.

Rule 4: Service of Notice and Commencement of Hearing

- a) On the directive of the Chairman of the Committee, the Secretary shall fix a day for hearing of the matter and shall serve notice thereof on each party to the proceedings.
 - i. The Secretary shall serve on each party, copies of the particulars **of claims** or details of the alleged violations prepared by the appropriate Department and all the documents considered relevant to the hearing of the matter;
 - ii. The notice of hearing which shall contain the names of the parties, the particulars of claim(s) and or details of the alleged violations, date, place and time of hearing may be served personally, electronically or by registered post addressed to the last known address of each party to the proceedings.
 Provided that where a notice is returned undelivered, the Chairman of the Committee may direct that the notice of hearing be advertised in two (2) National daily Newspapers or such acceptable mode of service and such publication/service shall be deemed to be adequate service on the parties;
 - iii. There shall be at least fourteen (14) working days between the service of the Hearing Notice and the date fixed therein for hearing;
 - iv. The Respondent(s) shall, within seven (7) working days **from** the date of service of the claims and particulars thereof and/or hearing notice file with the Secretary, any defence or

- answer in response to the claim(s) or alleged violations which shall also be served on any other party named in the matter;
- v. The parties may file and serve any additional documents they may wish to file within three (3) working days from the service of the Respondent's defence or answer;
 - vi. Upon the expiration of the period specified under this Rule, the matter shall be set down for hearing;
 - vii. No adjournment shall be allowed except the Committee believes that declining to grant such will lead to a grave miscarriage of justice against the party seeking it.

Rule 5: Hearing in absence of Parties

- a) If any party fails to appear at the hearing, the Committee may, upon proof of service on such party of the notice of hearing, proceed to hear and determine the matter in its/his absence;
- b) Any party who failed to appear at the hearing may within one (1) month from the pronouncement of the findings and decisions of the Committee apply for a re-hearing adducing compelling reasons for its/his absence and if the Committee is satisfied that it is just to re-hear the matter, it may grant the application upon such terms as to payment of administrative charges or otherwise.

Rule 6: Hearing of Witnesses and Reception of Documents

- a) The Committee may in the course of the proceedings hear such witnesses and receive such documentary, electronic or other type of evidence as in its opinion may assist it in arriving at a decision in any matter before it;
- b) Where a witness will not appear in person, a sworn witness statement shall be filed with the Committee;
- c) The Committee may compel the attendance of witnesses or production of documents or other materials to be used as evidence in proceedings before it, when it considers such attendance or production of evidence necessary.

Rule 7: Amendment to claim(s)/alleged violations before the Committee

If in the course of the proceedings it appears to ***any of the parties or*** the Committee that any process filed

by any party requires amendment, the Committee may allow such amendments as it shall deem fit upon such terms as it may consider appropriate.

Rule 8: Counter-Claim, Set-off and Similar Actions

- a) A party in an action before the Committee shall have a right of Counter-Claim or Set Off against the other party or parties;
- b) Any Counter-Claim or Set Off filed by any party shall be in writing with details or particulars of such Counter-Claim or Set Off;
- c) Copies of the Counter-Claim or Set Off shall be served on the other party to the proceedings who shall have a right of reply exercisable within seven (7) days of such service.

Rule 9: Venue and Time

- a) Unless otherwise indicated, the venue for hearing of proceedings before the Committee shall be the head office of the Commission;
- b) Unless otherwise indicated, the time of sitting of the Committee shall be 10.00 am or so soon thereafter on the date(s) contained in the Notice(s) or as may be adjourned by the Committee.

Rule 10: Inter-Party Settlement

- a) During the pendency of matters before the Committee, parties are at liberty to apply for adjournment to enable them explore an amicable settlement of the matter amongst themselves;
- b) Settlements arrived at through the process in (a) above, shall be signed by the affected parties and their legal representatives (if any) and if acceptable to the Committee be made the decision of the Committee and implemented accordingly;
- c) This Rule shall not apply to matters initiated by the Commission or matters involving manipulation, insider dealing and any other serious violations to be determined by the Commission from time to time.

Rule 11: Appearance before the Committee

- a) All parties to matters before the Committee shall have a right of audience;
- b) A party to the proceedings before the Committee may appear in person or be represented by a legal practitioner acting as counsel provided that the

Committee may order a party to appear in person if it is of the opinion that in the interest of justice and the protection of investors it is necessary to do so;

- c) The Committee shall be entitled to administer oath in matters and proceedings brought before it.

Rule 12: Administrative Charges

The Committee may order any party to pay administrative charges in respect of proceedings before it.

Rule 13: Record of Proceedings

- a) The Secretary shall cause to be taken, written and/or electronic record of proceedings of the Committee;
- b) The Secretary shall make available on request to any person entitled to be heard upon an appeal against the decision of the Committee, or to any other person he deems fit, a copy of the records referred to in paragraph (a) of this Rule on payment of such fees as may be determined by the Commission.

Rule 14: Dispensing with provisions

The Committee may abridge, enlarge, modify or dispense with any time, condition or requirement of these Rules with respect to time, notices or modalities in any case where it appears to the Committee to be just and expedient and shall be at liberty to adopt any procedure it deems appropriate for a prompt, just and efficient determination of matters before it.

Rule 15: Powers of the Committee

The Committee shall have jurisdiction in respect of:

- a) disputes between investors and Capital Market Operators;
- b) disputes between Capital Market Operators;
- c) disputes between Securities Exchanges, Capital Trade Points and other Self Regulatory Organizations (SROs);
- d) disputes arising from public offers by companies;
- e) disputes between Investors and Issuers of securities;
- f) disputes between Investors;
- g) disputes between SROs;
- h) violations or probable or threatened violation of the provisions of the Investments and Securities Act, the Rules and Regulations made there under and the Code of Conduct for Capital Market Operators and their Employees;
- i) violation of the Code of Corporate Governance for public companies;

- j) activities and dealings of public companies and their employees;
- k) issues relating to the registration of Market Operators and SROs;
- l) public sale or trading in unregistered securities;
- m) dealing in securities or sale of securities to the public;
- n) unethical and unprofessional practice, manipulations and use of deceptive devices or contrivances in securities transactions;
- o) denial of registration;
- p) non-compliance with orders, guidelines and directives of the Commission;
- q) any other matter which the Commission may direct it to hear.

Rule 16: Sanctions

The Committee shall have power to impose any of the following sanctions:

- a) suspension or cancellation of registration of Capital Market Operators;
- b) revocation of the certificate of a Securities Exchange or Capital Trade Point;
- c) suspension or expulsion or other decisions/actions against members of Securities Exchanges, Capital Trade Points and other Self Regulatory Organizations (SROs) in respect of their members;
- d) suspension or expulsion or other decisions/actions against members/officials of securities exchanges, capital trade points and other SROs where they fail to act against their members/officials;
- e) removal of executive officers of a capital market operator, securities exchange, capital trade point and other SROs;
- f) suspension of registration of securities;
- g) fines for late registration and non-compliance with the ISA, Rules and Regulations of the Commission and the Code of Conduct for Capital Market Operators and their Employees;
- h) restitution and compensation orders;
- i) determination of compensation for insider dealing cases;
- j) Disqualification of professionals *or sponsored individuals* from *operating in the capital market*.**
- k) imposing conditions for registrations;
- l) imposing the rate of interest payable to subscribers by issuing Houses for late return of monies;
- m) payment of administrative charges;
- n) any other sanction which the Commission may prescribe from time to time.

Rule 17: Decisions of the Committee

- a) Every decision of the Committee shall be confirmed by the Commission before it becomes effective. The confirmation shall be made not later than thirty (30) days after the decision was taken by the Committee, provided that in the absence of the Board of the Commission, confirmation of the Committees' decision shall be by the Minister of Finance or any person performing that function.
- b) Decisions of the Commission shall be communicated in writing to the parties by the Secretary to the Committee within five (5) days of the confirmation of the decision.

Rule 18: Appeals

Any party who is not satisfied with the decision of the Committee as confirmed by the Commission may within 30 days of the receipt of the decision appeal to the Investments and Securities Tribunal (IST).

Rule 19: Citation

These Rules shall be cited as Rules of Procedure of the Administrative Proceedings Committee (APC) of the Securities and Exchange Commission.

Rule 20: Commencement

These Rules shall take effect from any date approved by the Commission and shall regulate any further steps that may be taken by the Committee and parties in respect of all pending proceedings before the Committee.

Explanatory Notes

These Rules of procedures shall apply for the time being to proceedings of the Administrative Proceedings Committee of the Securities and Exchange Commission.

The Administrative Proceedings Committee of the Commission is a body established pursuant to the Investments and Securities Act (ISA) for the purpose of resolving disputes in the capital market and giving opportunity for fair hearing to capital market operators and other institutions in the market who are perceived to have violated or have actually violated or threatened to violate the provisions of the ISA and the Rules and Regulations made there under or such operators against whom investors have lodged complaints.

J. REGULATION OF PUBLIC COMPANIES

B4 (1)(a) Pursuant to Section 60 – 65 of ISA 2007, every public company whose securities are required to be registered shall file with the Commission on a periodic or annual basis and on a specified format its audited financial statement and other returns as may be prescribed by the Commission from time to time.

(b) Every public company shall appoint a compliance officer who in conjunction with the Chief Financial Officer shall ensure compliance with all regulatory requirements of the Commission.

B4 (2) ANNUAL REPORT

The **A**nnual Report to be filed with the Commission shall in all material facts comply with the provisions of Statement of Accounting Standard (SAS) 2 on information to be disclosed in Financial Statements issued by the Nigerian Accounting Standards Board (NASB). It shall also make disclosures of its unclaimed dividend fund with respect to bank balance, investments and earned income by way of notes to the audited accounts and other periodic reports filed with the Commission.

- (i) The **A**nnual **R**eports shall be filed with the Commission, not later than 90 days after the financial year end in line with the provisions of CAMA;
- (ii) the Chief Executive Officer and Chief Financial Officer or Officers or Persons performing similar functions in a public company shall in filing the annual account, attach a duly signed certification letter to the matters specified in section 60(2) of the Act;
- (iii) The Auditor to the public company shall be registered by the Commission in line with Section 62 of the Act;
- (iv) The Auditor of a public company shall **in his audit report to the company issue a statement** as to the existence, adequacy and effectiveness or otherwise of the internal control system of the company;
- (v) Any company who fails to file its annual report with the Commission as in 4(2)(i) above shall be liable to a fine of N1million and the sum of N25,000.00 for everyday the default continues.

B4 (3) RULE ON EARNINGS FORECAST

Pursuant to Section 64, all public quoted companies shall release its earnings forecast to the relevant Securities Exchange, the Commission and the investing public 20 days **prior to** the commencement of a quarter.

- I. The forecast shall be in line with the company's policy, Securities Exchange listing requirements and the rules of the Commission;
- II. Underlying assumptions that formed the bases of the forecast shall also be disclosed;
- III. The forecast shall be certified by the Chief Executive Officer and Chief Financial Officer or officers or persons performing similar functions in the company;
- IV. All public companies shall notify the relevant Securities Exchanges, the Commission and the investing public as soon as it is known that the forecast will not be realized and the reasons for the non-realisation shall be stated.

B4 (4) QUARTERLY REPORT

Public quoted companies shall **not later than** 30 days from the end of each quarter file with the Commission **and simultaneously with the relevant securities Exchanges and the investing public** a quarterly report prepared in accordance with Statement of Accounting Standards (SAS) 30 and IAS 34.

- (i) The quarterly report shall contain the following by way of notes:
- (a) Accounting policy changes;
 - (b) Seasonality or cyclicity of operations;
 - (c) Unusual items;
 - (d) Changes in estimates;
 - (e) Issuance, repurchase, and repayment of debts and equity securities;
 - (f) Dividends;
 - (g) Items of segment information (for those entities required by SAS 24 and IAS 14 to report segment information annually);
 - (h) Significant events after the end of the interim period;
 - (i) Business combinations;
 - (j) Long term investments;
 - (k) Restructuring and reversals of restructuring provisions;

- (l) Discontinuing operations;
 - (m) Correction of prior errors;
 - (n) Write-down of inventory to net realizable value;
 - (o) Impairment loss of property, plant, equipment, intangible or other; assets, and reversal of such impairment loss;
 - (p) Litigation settlements;
 - (q) Any debt default or any breach of a debt covenant that has not been corrected subsequently;
 - (r) Related party transactions;
 - (s) Acquisitions and disposals of property, plant and equipment;
 - (t) Commitments to purchase property, plant and equipment.
- (ii)** The Chief Executive Officer and Chief Financial Officer or officers or persons performing similar functions in a public company shall in filing the quarterly Report attach a duly signed certification letter.
- (iii) Publication of Interim Financial Statement.**
 All public companies shall publish their "signed" quarterly balance sheet, income statement and cash flow statements in at least one National daily newspaper. However, the accounting policies, notes and other relevant information shall be posted on the company's website which address shall be disclosed in the newspaper publication.
The publication shall be signed by the officers mentioned in(ii)above.
- (iv)** Any company which fails to file quarterly report with the Commission shall be liable to a fine of N1million and the sum of N25,000.00 for everyday the default continues.

B4 (5) HALF YEARLY RETURNS

- (i)** Public companies shall file half yearly returns with the Commission in the prescribed manner and shall contain the following:
- (a) General information;
 - (b) Corporate Governance issues;
 - (c) Financial Reporting;
 - (d) Unclaimed dividends;
 - (e) Audit Committee;
 - (f) Undertaking by the Company Secretary, Chief Internal Auditor, Financial Controller, Managing Director, Board Chairman and Chairman of Audit Committee certifying the reliability of the information in the format provided.
- (ii)** The completed form shall be returned to the Commission within 30 days from the end of the half year period; either in hard or electronic copy.

(iii) **UNCLAIMED DIVIDEND**

All public companies shall file with the Commission in the prescribed form a report of unclaimed dividends on half a yearly basis in accordance with the following guidelines:

(iv) **AUDIT COMMITTEE**

Every public company shall establish an Audit Committee with written term of reference. The Committee shall be independent in carrying out its terms of reference.

The audit Committee shall maintain records of **attendance and deliberations of its** meeting and interactions.

The Audit Committee of every public company shall review the company's financial statements prior to approval by the Board of the company **and present the report at the Annual General Meeting.**

- (v) Any company which fails to file its half yearly returns with the Commission shall be liable to a fine of N1million and the sum of N25,000.00 for everyday the default continues.

B4 (6) RISK MANAGEMENT BY PUBLIC COMPANIES

All public companies shall:

- (a) include risk management as part of its accounting policies;
- (b) disclose by way of notes any material effect of unmitigated risk on corporate profitability;
- (c) By way of notes **disclose** strategies for preventing risks the company is exposed to.

K. GUIDELINES FOR THE MONITORING OF UNCLAIMED DIVIDENDS BY PUBLIC COMPANIES

Pursuant to the provisions of Sections 13 of the Investments and Securities Act 2007, which enables the Commission to achieve the basic objective of investor protection and Section 313(1) which empowers the Commission to make regulations prescribing returns to be made by public companies, the following guidelines are hereby issued to public companies for the purpose of regulating unclaimed dividends, managed by individual public quoted companies.

1. **Segregation of Funds**

- a) All public companies shall maintain segregated accounts for unclaimed dividends funds;
- b) Companies are to separate unclaimed dividends from cash balances and provide explanatory notes to that effect in their annual reports.

2. **Signatories/Managers of the Funds**

- a) All public companies are required to provide **to the Commission:**
 - (i) Names of the Managers and signatories to the segregated accounts;
 - (ii) **Particulars** stating qualification and experience **of the Manager of** the fund.
- b) The Commission shall be notified whenever there is a change in signatories or professionals managing the fund.

3. **Half Yearly Returns Form**

- a) All public companies shall provide up-to-date information on their unclaimed dividend funds, which shall be filed with the Commission on a half yearly basis on the half yearly return form in the following format:
 - (i) Shareholders benefits – **items** Nos. 1-17 **of the form**;
 - (ii) Disclosure of unclaimed dividends – **items** Nos.18-21;
 - (iii) Audit of unclaimed dividends – **items** Nos. 22-24.
- b) Information provided should be supported with reconciliation statements.

4. **Quarterly Inspection of the Funds**

The Commission shall embark on a quarterly inspection of all relevant books, ledgers, journals etc pertaining to the funds.

Failure to comply with this directive will attract appropriate sanctions.

NOTE:

Unclaimed Dividends refer to dividends returned to the company unclaimed. Unclaimed Dividends are special debts due to and recoverable by shareholders within twelve years and actionable only when declared.

MADE AT ABUJA THIS 24TH DAY OF MARCH 2010