

DUE DILIGENCE ANALYST BROCHURE

1. Description

The underlisted capital market professionals are qualified to act as Due Diligence Analysts (DDAs) on the NASD Enterprise Portal (**NASDeP**);

- Reporting Accountants
- Legal Practitioners
- Issuing Houses

2. Opportunities

By subscribing to NASDeP due diligence analysts can;

- Service international private equity investors who are looking to invest in Nigeria and require a partner with deep local knowledge.
- Earn Commissions as Transaction Advisers.
- Broaden clientele from a wide range of enterprises in different industry sectors.
- Broaden clientele from our compendium of private equity clients.
- Earn fees as enterprise representatives/ investor representatives or both.
- Act as advisers to enterprises and investors in negotiations, providing necessary agreements and other transaction closure documents.

3. Eligibility Requirements

A Due Diligence Analyst (DDA) shall be qualified to register on the NASD Enterprise Portal subject to the following conditions:

- Be incorporated as a Limited liability company permitted by law
- Must be registered with SEC and the other professional bodies relevant to the function;
- Present competent and suitable personnel with the requisite knowledge and qualification to carry out activities
- Satisfy NASD that it has documented policies, procedures and controls to ensure compliance with the Rules
- Demonstrable professional and organizational capabilities that will allow it discharge its obligations as a DDA
- Continuous adherence to the Guidelines and Terms of Service and rules of NASDeP

4. Obligations

Due Diligence Analysts whom wish to be on NASDeP must;

- Satisfy NASD that they have the required regulatory authorisation to act as analysts.
- Notify NASD with immediate effect if they are no longer able to fulfil their obligations.
- Notify NASD of any change in database or personnel assigned to the portal.
- Maintain a register of distribution of Information Memoranda.
- Restrict distribution of IMs to a maximum of 25 recipients in the first instance.
- Notify NASD in writing if they intend to distribute to an additional 10 recipients.
- Present only information that they believe true to the best of their professional ability.

5. How to join NASDeP

- By filling the Due Diligence Analysts' Application Form and submitting the relevant documents, kindly access this link to download the form.
- Once the application has been approved, access will be given to register on the portal.

DUE DILIGENCE ANALYSTS APPLICATION: NASDEP FORM 1

- This form should be completed by each applicant who wants to register with NASD as a Due Diligence Analyst.
- Applicants must be registered with SEC, CAC and a professional body.
- Please attach your evidence of payment of applicable fees.

Full Corporate Name:			
Registered address:			
RC number:	Web Address:	Email:	
Tel:		Phone:	
Date of SEC Registration:	Other professional Associations:		
Details of nominated analysts:			
Name			
Email			
Phone			
Other officers:			
	Supervisor	Compliance	Other
Name			
Email			
Phone			
We have read and agree to comply with NASD's rules for responsible use of its Enterprise Portal at all times.			

*Use additional sheets where necessary

Mode of Payment

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

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

Supporting documents

- The review process may take up to 2 weeks after which you will be granted access to NASDeP
- Kindly submit copies of the following documents with your application and tick off the box :-

Company profile	
Certificate of Incorporation/Registration	
Memorandum and Articles of Association	
Particulars of Directors - CAC Form 7	
Evidence of SEC registration	
Evidence of payment of applicable fees	
An undertaking to abide by NASDeP Guidelines and any other relevant legislation The undertaking should be executed by two directors or director & Company Secretary.	

- NASD reserves the right to request for additional information and documentation.

Authorization and Affirmation

This information is provided by the Applicant for the purpose of registering for the applied functions on NASDeP. This is to affirm and certify that we are officers of this company and have the legal authority to provide information on the company's application for registration. We declare that to the best of our knowledge, the above information provided is true and correct as of this date and we will promptly notify NASD if any change occurs.

Please note that Applicants have a continuing duty to update responses to each of the questions in this application whenever there is an addition or change to the information previously given.

Name of Director/Partner:	Name of Company Secretary/Partner:
Signature:	Signature:
Date:	Corporate Seal/Stamp: