



---

## DEFERRAL AND WAIVER TEMPLATES

---

---

October 2024

---

**TABLE OF CONTENTS**

**TEMPLATE I: DEFERRAL LETTER TEMPLATE (FOR ISSUERS) ..... 0**

**TEMPLATE II: DEFERRAL LETTER TEMPLATE (FOR SPONSORS) ..... 1**

**TEMPLATE III: WAIVER LETTER TEMPLATE (FOR ISSUERS) ..... 0**

**TEMPLATE IV: WAIVER LETTER TEMPLATE (FOR SPONSORS)..... 1**

[ISSUER'S LETTERHEAD]

TEMPLATE I: DEFERRAL LETTER TEMPLATE (FOR ISSUERS)

[Date]

The Managing Director  
FMDQ Securities Exchange Limited  
35 Idowu Taylor  
Victoria Island  
Lagos

REQUEST FOR DEFERRAL OF [DESCRIPTION OF REQUIREMENT(S)] IN RESPECT OF THE  
[DESCRIPTION OF PROPOSED PROGRAMME/SECURITY] OF [ISSUER'S NAME]

We write further to our application for the **Registration/Listing/Quotation** *[select which is applicable]* of the **[Description of Security]** of **[Issuer's Name]**. We kindly request that the Exchange grants a deferral of the **[Description of Requirement(s)]** until **[include indicative date for the regularisation of the requirement]**.

Justification

[Provide detailed justification for the deferral request]

Thank you for your consideration of our request.

Yours faithfully,  
FOR: [Name of Issuer]

\_\_\_\_\_  
[Authorised Signatory]  
[Name]

\_\_\_\_\_  
[Authorised Signatory]  
[Name]

[SPONSOR'S LETTERHEAD]

TEMPLATE II: DEFERRAL LETTER TEMPLATE (FOR SPONSORS)

[Date]

The Managing Director  
FMDQ Securities Exchange Limited  
35 Idowu Taylor  
Victoria Island  
Lagos

REQUEST FOR DEFERRAL OF [DESCRIPTION OF REQUIREMENT(S)] IN RESPECT OF THE  
[DESCRIPTION OF PROPOSED PROGRAMME/SECURITY] OF [ISSUER'S NAME]

We write on behalf of [Issuer's Name] on its application for the **Registration/Listing/Quotation** [*select which is applicable*] of its [Description of Security]. We kindly request that the Exchange grants a deferral of the [Description of Requirement(s)] until [include indicative date for the regularisation of the requirement].

**Justification**

[Provide detailed justification for the deferral request]

Thank you for your consideration of our request.

Yours faithfully,

**FOR: [Name of Sponsor]**

\_\_\_\_\_  
[Authorised Signatory]  
[Name]

\_\_\_\_\_  
[Authorised Signatory]  
[Name]

[ISSUER'S LETTERHEAD]

TEMPLATE III: WAIVER LETTER TEMPLATE (FOR ISSUERS)

[Date]

The Managing Director  
FMDQ Securities Exchange Limited  
35 Idowu Taylor  
Victoria Island  
Lagos

REQUEST FOR WAIVER OF [DESCRIPTION OF REQUIREMENT(S)] IN RESPECT OF THE  
[DESCRIPTION OF PROPOSED PROGRAMME/SECURITY] OF [ISSUER'S NAME]

We write further to our application for the **Registration/Listing/Quotation** *[select which is applicable]* of the **[Description of Security]** of **[Issuer's Name]**. We kindly request that the Exchange grants a waiver of the **[Description of Requirement(s)]**.

Justification

[Provide detailed justification for the waiver request]

Thank you for your consideration of our request.

Yours faithfully,  
FOR: [Name of Issuer]

---

[Authorised Signatory]  
[Name]

---

[Authorised Signatory]  
[Name]

[SPONSOR'S LETTERHEAD]

TEMPLATE IV: WAIVER LETTER TEMPLATE (FOR SPONSORS)

[Date]

The Managing Director  
FMDQ Securities Exchange Limited  
35 Idowu Taylor  
Victoria Island  
Lagos

REQUEST FOR WAIVER OF [DESCRIPTION OF REQUIREMENT(S)] IN RESPECT OF THE  
[DESCRIPTION OF PROPOSED PROGRAMME/SECURITY] OF [ISSUER'S NAME]

We write on behalf of [Issuer's Name] on its application for the **Registration/Listing/Quotation** *[select which is applicable]* of its [Description of Security]. We kindly request that the Exchange grants a waiver of the [Description of Requirement(s)].

**Justification**

[Provide detailed justification for the waiver request]

Thank you for your consideration of our request.

Yours faithfully,

FOR: [Name of Sponsor]

\_\_\_\_\_  
[Authorised Signatory]  
[Name]

\_\_\_\_\_  
[Authorised Signatory]  
[Name]