

Post-IPO Filings.

After its initial public offering (IPO) TransCorp is required to make regular filings at the Corporate Affairs Commission (CAC), Nigerian Stock Exchange (NSE) and the Securities and Exchange Commission (SEC).

The list below includes items that must be filed as soon as the event occurs.

A. Statutory Filings at CAC

1. Court orders (*to be filed within 14 days*);
2. Annual Returns stating the following matters:-
 - Registered office
 - Register of members and debenture holders
 - Register of shares and debentures
 - Indebtedness
 - Past and present members and Directors and secretary
3. Notice of Change of Particulars of Directors or Secretaries (s.292; *to be filed within 14 days of change*)
4. Registration of charges (s.197 *provides that particulars of a charge must be delivered to CAC for registration within 90 days of the creation of the charge.*)
5. Registration of certain resolutions namely special resolutions, resolutions in lieu of special resolutions, resolution requiring a company to be wound up (s.237; *to be filed within 14 days*)
6. Return of allotment (s.129; *to be filed within one month of allotment*)
7. Returns on the alteration of share capital (s.101, s.102, s.106, s.109; *to be filed within 14 days*)
8. Statutory reports – TransCorp as a public Company, by virtue of s.211, is required to have a statutory meeting within a period of 6 months from the date of incorporation. The Directors are also required to send out a copy of the Statutory Report to every member of the Board at least 21-days before this meeting. *A certified copy of the Report is to be forwarded to CAC for Registration after sending same to members.*
9. Return on the Auditors (ss.357, 362, 365: *company to give details of appointment and removal/ resignation of auditors within 7 days and 14 days respectively*)
10. Returns during Winding up

B. Filings at NSE

Quarterly Management accounts

Further, TransCorp shall make and keep current the following books and records relating to his business records (s.34 of the Securities and Exchange Regulations) –

- Daily records of original entry of all purchase, sales, receipts and deliveries of securities
- Daily records of details of all receipts and disbursements of cash
- Ledgers reflecting all assets and liabilities, income and expenses and capital accounts
- Ledger accounts itemizing the account of every customer and each member regarding sales, receipts, and deliveries of securities
- Record of arrests, indictments or convictions for any felony or misdemeanor.

C. Filings at SEC

A Post-compliance letter must be written to the SEC stating that the shares raised by initial public offering (IPO) have been fully allotted.

