



# COMPLETE LISTING PROCEDURE

**to include stocks, bonds, ESG bonds, Islamic securities, investment fund securities and depositary receipts to the Exchange's official list**

## PROCESS

- ▶ Agreeing with the Exchange upon the AML/CFT Questionnaire and internal control documents
- ▶ Submitting an application for inclusion and documents for consideration
- ▶ Acceptance of application for consideration / motivated refusal

## PROCESS DESCRIPTION

The AML/CFT questionnaire of the admission initiator and documents confirming the accuracy of the information specified in the AML/CFT Questionnaire, as well as internal control documents certifying compliance with the regime of international economic sanctions, must be submitted to the Exchange *before submitting an application for inclusion of securities in the Exchange's official list*

The admission initiator submits to the Exchange an application for inclusion of securities in the Exchange's official list in the form established by Appendix 4 to the Listing Rules, as well as the documents specified *in Table 2 of Appendix 2 to the Listing Rules*

The period for the Exchange to check the compliance of securities and/or their issuer with the listing criteria and/or requirements and requirements for documents established by the Listing Rules for the "Shares" sector, for the "Bonds" category of the "Debt Securities" sector of the "Main" and "Alternative" boards, for the "Islamic Securities" and "Investment Fund Securities" sectors of the "Mixed" board shall not exceed *5 working days following the day of receipt of the application and documents.*

In the event of obvious non-compliance of securities and/or their issuer with the listing criteria and/or requirements and/or in the event of non-compliance with the requirements for documents established by the Listing Rules, the Exchange shall send a reasoned refusal to the admission initiator.

In the absence of grounds for preparing a reasoned refusal, the Exchange accepts the said application for consideration.

## PROCESS

- ▶ Payment of listing fees
- ▶ Approval of the investment memorandum with the Exchange (prepared in accordance with Appendix 3 to the Listing Rules)
- ▶ Preparation by the Exchange of a conclusion on the compliance of the issuer and its securities with listing criteria and/or requirements
- ▶ Submitting the issue of the possibility of including securities for consideration by the Listing Commission
- ▶ Payment of listing fees

## PROCESS DESCRIPTION

The Exchange, in cases provided for by the internal documents of the Exchange, presents an invoice to the admission initiator for payment of the processing fee – *no later than the business day following the day the Exchange accepted the application for consideration.*

The consideration fee must be paid within *5 business days from the date the Exchange presents the relevant invoice.*

The issue of the possibility of including securities in the Exchange's official list is submitted for consideration to the Listing Commission, subject to payment of consideration fee

The period for approval by the Exchange of an investment memorandum with the admission initiator is *no more than 5 business days following the day of payment of consideration fee.*

Preparation of a conclusion on the compliance of the issuer and its securities with the listing criteria and/or requirements is carried out *within 2 business days* following the day of:

- approval of the investment memorandum; or
- acceptance by the Exchange of ~~an~~ the application for consideration, if the provision of an investment memorandum is optional

After the Exchange receives the fee for consideration, as well as after preparing the said conclusion, the Exchange submits the issue of the possibility of including securities in the Exchange's official list for consideration by the Listing Commission

When the Listing Commission makes a decision to include securities in the Exchange's official list, the Exchange presents the admission initiator with an invoice for payment of the entrance fee and annual fee *no later than the business day following the day of the decision about inclusion.*

The entrance fee and annual fee must be paid by the admission initiator *within 20 business days from the date of presentation by the Exchange of the relevant invoice.*

In case of failure to pay the entrance fee and/or the first annual fee on time, the Exchange raises the issue of canceling the previously made decision to include securities in the Exchange's official list at a meeting of the Exchange's Listing Commission

## PROCESS

- ▶ Coming into effect of the decision of the Listing Commission
- ▶ Disclosure of information on the issuer and its securities when including securities

## PROCESS DESCRIPTION

The decision of the Listing Commission to include securities in the Exchange's official list comes into effect *on the business day following the day the admission initiator pays the entrance fee and the annual fee*, unless otherwise provided when it was made

The Exchange, in the manner and within the time limits established by the internal documents of the Exchange, discloses information and documents submitted by the admission initiator as part of the inclusion of securities in the Exchange's official list