**First North Iceland**

*Request to begin procedure for admission of fixed income instruments to trading*

# 1. General information

Information about the issuer:

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| **Name of issuer**: | **ID No.:** |
|  |  |
| **Address**: | **Telephone:** |
|  |  |
| **VAT number**: | **LEI code:** |
|  |  |
| **Proposed trading symbol(s)**: |
|  |

Information about bill recipient (if other than the issuer):

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| --- | --- |
| **Name of bill recipient**: | **ID No.:** |
|  |  |
| **Address**: | **Telephone:** |
|  |  |
| **VAT number:** |
|  |

Contact information:

|  |  |
| --- | --- |
| **CEO/Manager**: | **Direct telephone and e-mail:** |
|  |  |
| **Issuer’s contact person**: | **Direct telephone and e-mail:** |
|  |  |
| **Compliance officer**: | **Direct telephone and e-mail:** |
|  |  |
| **Compliance officer alternate**: | **Direct telephone and e-mail:** |
|  |  |
| **Contact person for billing matters**: | **Direct telephone and e-mail:** |
|  |  |

Information about financial undertaking:

|  |  |
| --- | --- |
| **Financial undertaking that acts as coordinator for admission to trading:** | **Telephone and e-mail:** |
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# 2. Requirements for admission to trading

*The following questions relate to the requirements which must be satisfied for an application for admission to trading to be approved. Please fill inn the issuer’s response below with reference to the relevant documentation, where applicable. In the case of non-compliance, please elaborate on measures being taken to fulfill the respective requirement going forward and include any other relevant information.*

Capacity for providing information to the market (art. 2.2.9)

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| --- | --- |
| Has the issuer entered into an agreement with a news distributor which fulfills requirements made by the Financial Supervisory Authority of Iceland concerning the publication and distribution of inside information?  | *[issuer’s response]* |
| Is it clear which persons within the issuer should be involved when it comes to assessing whether or not an event, a decision or circumstances lead to disclosure obligations? *This is commonly done by creating an internal disclosure committee consisting of the CEO and managers and key employees with knowledge of investor relations, finance and compliance.*  | *[issuer’s response]* |
| Has the issuer implemented a communications policy which states who the issuer’s spokespersons are and who can respond to questions from the press, analysts or other external parties? | *[issuer’s response]* |
| Does the issuer have precautionary measures in place to ensure that at least one person who can decide upon matters relating to the publication of information and communicate externally on behalf of the issuer is available whenever disclosure obligations may arise? | *[issuer’s response]* |
| Does the issuer have precautionary measures in place to ensure that at least one person with access to, and knowledge of, news distribution systems is available whenever disclosure obligations may arise?  | *[issuer’s response]* |
| Has the issuer implemented procedures to ensure that someone remains responsible for the disclosure of information to the market regardless of personnel changes? | *[issuer’s response]* |
| Has the issuer studied and adopted the Rules on the role and status of the compliance officer and the registration of communication according to the Act on Actions against Market Abuse no. 44/2023? | *[issuer’s response]* |
| Has the issuer implemented a record of communications where communications carried out on the basis of the Rules on Treatment of Inside Information and Insider Transactions are documented? Are such communications recorded chronologically and in a manner that prevents the manipulation of such records? *This is commonly in the form of e-mails to a specific address.* | *[issuer’s response]* |
| Does the issuer have reliable IT systems that fulfill the highest cyber security standards, with internal access controls, to ensures that inside information is not made available to unauthorized parties, internally or externally? | *[issuer’s response]* |
| Please provide link to issuer‘s website(s) where access will be provided to the information required to be disclosed under the rules on disclosure requirements: | *[issuer’s response]* |

Suitability (art. 2.2.12)

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| Has the issuer, or divisions within the group, issued financial instruments that have been traded on another marketplace? | *[issuer’s response]* |
| Has the issuer applied for listing or admission to trading of financial instruments in the last 12 months on another marketplace? | *[issuer’s response]* |
| Does the prospectus include all relevant information about historical, or on-going, bankruptcy, liquidation or similar procedure involving individuals discharging managerial responsibilities in the issuer? Please reference the relevant section of the prospectus, if applicable. | *[issuer’s response]* |
| Does the prospectus include all relevant information about fraud related convictions or on-going procedures involving individuals discharging managerial responsibilities in the issuer? This also includes violations of the rules of the Exchange, or other listing or trading venue. Please reference the relevant section of the prospectus, if applicable. | *[issuer’s response]* |
| Does this application for admission to trading fall under or violate Articles 5.1 or 5.2 of Council Regulation (EU) No 833/2014 of 31 July 2014, as amended, concerning restrictive measures in view of Russia's actions destabilising the situation in Ukraine? | *[issuer’s response]* |

Due diligence

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| Describe the scope, and main results, of any due diligence that has been conducted in relation to the admission to trading or preparation of the prospectus, if applicable. | *[issuer’s response]* |

Other relevant information:

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| **Place and date:** |
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On behalf of the issuer´s, and payer’s, board of directors,

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| --- | --- |
| **Name in print and position:** | **Signature:** |
|  |  |

On behalf of the financial undertaking,

|  |  |
| --- | --- |
| **Name in print:** | **Signature:** |
|  |  |

**Required documentation:**

☐ Complete draft prospectus.

☐ The audited annual financial statements, or consolidated financial statements if applicable, for the preceding three years, unless an exemption has been granted by the Exchange, signed by a statutory auditor, as well as the the most recent interim financial statements, or consolidated financial statements, for the current year, if applicable.

☐ A certificate from the Directorate of Internal Revenue’s register of companies (fyrirtækjaskrá) confirming the issuer’s registration with the Register, if applicable, or, in the case of a foreign issuer, such a confirmation from an equivalent authority in the issuer’s country of registration.

☐ The issuer’s current articles of association, if applicable.

☐ A completed form providing information on the conditions of the class of fixed income instruments (term sheet).

☐ The signed minutes of a meeting of the board of directors or appropriate management unit of the issuer, confirming the decision to apply for the admission of the fixed income instruments to trading.

☐ Sanction screening application form

☐ Procedures regarding capacity for providing information to the market

**Optional documentation (required for complete application for admission to trading):**

☐ The application form for the admission of fixed income instruments to trading, signed by the majority of the issuer’s board of directors or by any other party duly authorised to represent the issuer.

☐ An approved prospectus together with a certificate from the competent authority approving the prospectus and, if applicable, details of any exemptions granted by the competent authority from the requirement to disclose certain information in the prospectus.

☐ A copy of the fixed income instruments or a confirmation that the fixed income instruments to be admitted to trading have been registered electronically in a central securities depository and including the issue description for electronic registration – Not required if the fixed income instruments are registered at Nasdaq CDS Iceland.