OTCQX APPLICATION GUIDE

This guide is designed to help you complete the OTCQX International Application using Gateway.otcmarkets.com. Gateway is our online platform to apply to OTCQX and securely upload documents that contain personal information.

1 Gather Materials
Before you begin the application, have some materials ready including:

- List of your Officers, Directors and 5% Control Persons (owning more than 5%), including their date of birth and home address (City, State and Country only) for background check purposes.

- Number of shares owned by Officers, Directors and 5% Control Persons
- Recent shareholder list issued by your Registrar or Transfer Agent
- Company's corporate logo (minimum size of 72 DPI, maximum of 20 MB)

2 Create an Account
Visit Gateway.otcmarkets.com to sign in or create a new account to get started.

New to OTC Markets? Select "Create a New Account" — you'll be asked to provide your Name, Email, Phone & Create a Password

Have an OTCIQ.com account? Use your OTCIQ.com User Name & Password for Gateway

3 Start a New Application
Next select OTCQX International. There are 15 sections in the application.

Some information may prepopulate if we already have a profile for your company.

1. Company Information: Basic information about your company including address, contact and home exchange information
2. Eligibility Standards: Confirm company's audited financials, ongoing operations, etc.

3. <u>Reporting Standards</u>: Confirm applicable Reporting Standard: International Reporting or SEC Reporting
4. <u>Financial Standards</u>: Determine financial eligibility by answering questions within an interactive widget
5. <u>Officers, Directors, & Control Persons</u>: Provide names and contact information
6. <u>Service Providers</u>: Information on the Securities Counsel, Investor Relations Firm, etc.
7. <u>Designate Contacts</u>: Identify key company contacts for compliance and billing purposes
8. <u>Security Details</u>: Number of shares issued, restricted and in the public float
9. <u>Security Ownership</u>: Number of shares owned by officers, directors and 5% Control Persons.
10. <u>Legal/Disciplinary History</u>: Description of any company related legal proceedings
11. <u>Optional Services</u>: Option to sign up for a Virtual Investor Conference
12. <u>Background Check Authorization</u>: Provide date of birth and address (city, state & country only) for officers, directors and 5% Control Persons
13. <u>Supporting Documents</u>: Upload a recent shareholder list and company logo
14. <u>Review and Sign</u>: Confirm application data before submission
15. <u>Pay and Submit</u>: Pay the application fee via wire or credit card and submit the completed application

Need to come back?

Your work is automatically saved. You can also Select the Save Icon to revisit the application & update

Need to Collaborate?

Select the Application Participants Icon to invite colleagues at any time to contribute or sign

4 OTC MARKETS REVIEW

Once submitted, OTC Markets Group will review the application and reach out with next steps to get your company on to OTCQX!

Personal information submitted through this portal is handled per our <u>Privacy Policy</u>.