



DISCLOSURE & NEWS SERVICE APPLICATION GUIDE

This guide is designed to help you complete the OTCID — Disclosure & News Service Application using Gateway.otcmarkets.com. Gateway is our online platform to apply 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 or NOBO list

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 OTCID — Disclosure & News Service

There are 13 sections in the application.

1. Company Information: Basic information about your company including incorporation, address, contact, etc.
2. Reporting Standards: Confirm applicable Reporting Standard: SEC Reporting, Regulation A Reporting, Alternative Reporting, International Reporting or U.S. Bank Reporting

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

3. Change in Control: Indicate if the company underwent a change in control in the past 12 months
4. Officers, Directors, & Control Persons: Provide names and contact information
5. Service Providers: Information on your Transfer Agent, Auditor, Securities Counsel, etc.
6. Designate Contacts: Identify key company contacts for compliance and billing purposes
7. Security Details: Number of shares outstanding and authorized shares
8. Security Ownership: Number of shares owned by officers, directors and 5% Control Persons
9. Optional Services: Option to sign up for Blue Sky Monitoring Service, a Virtual Investor Conference and Real-Time Level II Quote Service
10. Background Check Authorization*: Provide date of birth and address (city, state & country only) for officers, directors and 5% Control Persons
11. Supporting Documents: Upload a recent shareholder list* and NOBO list
12. Review and Sign: Confirm application data before submission
13. Pay and Submit: Pay the application fee via ACH/wire or credit card and submit the completed application

*Background checks & Shareholder list submission may not be required for International Reporting companies listed on a Qualified Foreign Exchange and U.S. companies with a Exchange listed primary security

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.

Questions about OTCID — Disclosure & News Service?

Contact: Phone: +1 212.896.4420 | Email: sales@otcmarkets.com

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