

This guide is designed to help you complete the OTCQB Application using Gateway.otcmarkets.com. Gateway is our online platform to apply to OTCQB 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 (if available)
- Draft of OTCQB certification

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 OTCQB
There are 14 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 incorporation, address, contact, etc.
2. Reporting Standards: Confirm applicable Reporting Standard: SEC Reporting, Regulation A Reporting, Alternative Reporting, Bank Reporting or International Reporting

3. Eligibility Standards: Confirm the company has audited financials, corporate governance and bid price
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, restricted and in the public float
8. Security Ownership: Number of shares owned by officers, directors and 5% Control Persons
9. Legal/Disciplinary History: Description of any company related legal proceedings
10. Optional Services: Option to sign up for Blue Sky Monitoring Service and a Virtual Investor Conference
11. Background Check Authorization: Provide date of birth and address (city, state & country only) for officers, directors, 5% Control Persons and authorized users
12. Supporting Documents: Upload a recent shareholder list and a draft OTCQB certification
13. Review and Sign: Confirm application data before submission
14. Pay and Submit: Pay the [application fee](#) via ACH/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

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OTC MARKETS REVIEW

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

Personal information submitted through this portal is handled per our [Privacy Policy](#).