



# APPLICATION PROCESS FOR U.S. COMPANIES AND U.S. BANKS

## Step 1: Determine Eligibility

- Audited annual financials prepared in accordance with U.S. GAAP by a PCAOB auditor. (Regulation A Companies are exempt from the initial requirement)
- Be SEC Reporting, Regulation A Reporting, Bank Reporting or Alternative Reporting
- Have a minimum bid price of \$0.01 as of the close of business for each of the last 30 calendar days
- Have at least 50 Beneficial Shareholders, each owning at least 100 shares
- Have a freely traded Public Float of at least 10% of the total issued and outstanding of that security  
*Companies with a separate class of securities traded on a national exchange may apply for an exemption – see Section 1.1 of the OTCQB Standards*
- May not be subject to bankruptcy or reorganization proceedings
- Have a transfer agent that participates in the [Transfer Agent Verified Shares Program](#)
- Meet Corporate Governance Standards: a) Have a board of directors that includes at least two Independent Directors; and b) Have an Audit Committee, a majority of the members of which are Independent Directors on board independence (**Alternative Reporting only**)
- Disclosure prepared in accordance with [Alternative Reporting Standard Disclosure Guidelines for OTCQB](#) (Alternative Reporting only)

## Step 2: Submit OTCQB Application Materials

For specific instructions regarding the online application process, see [How to Submit Application Guide](#).

- OTCQB Application: <https://www.otcmarkets.com/corporate-services/otcqb>
- Shareholder List
- Application Fee

## Step 3: Upload Documents through [www.OTCIQ.com](http://www.OTCIQ.com)

After an application is submitted, the company will be contacted by the analyst processing the application. Additional items may be requested at this time. If no further items needed, the company will receive [www.OTCIQ.com](http://www.OTCIQ.com) login credentials with detailed instructions.

### Financial Reports:

- SEC-Reporting Companies and Regulation A Reporting Companies: Must be current in all periodic reporting requirements on EDGAR.
- Bank Reporting Companies and Alternative Reporting Companies: Disclosure must be posted through [www.OTCIQ.com](http://www.OTCIQ.com) for the prior two years pursuant to the OTCQB Standards.

### Verified Company Profile:

- Submit a Company Update Form via [www.OTCIQ.com](http://www.OTCIQ.com) with the information needed to ensure the Company Profile is current and complete. Please note that once the form is submitted, it can take a few days for your company information to be displayed.

### Certification:

- Post the Initial OTCQB Certification, signed by the CEO/CFO. The certification must verify your officers, directors, affiliates, and advisors.
- A template for the Certification can be found here: <https://www.otcmarkets.com/corporate-services/otcqb>

## Step 4: Secondary review by compliance

## Step 5: Submit the Annual Fee

## Step 6: Begin Trading on OTCQB

## CONTACT US

+1 212.896.4420  
[Americas@otcmarkets.com](mailto:Americas@otcmarkets.com)



UPDATED FEBRUARY 2025