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Company Announcements – Issuer Guide



**National
Stock Exchange**
of Australia





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Introduction

Issuers admitted to the Official List of NSX must ensure that the market is kept appropriately informed.

This is achieved through ongoing disclosures by the Issuer in accordance with the NSX Listing rules. Information to be disclosed by the Issuer is lodged with NSX for publication. NSX publishes the information as a market announcement.

This guide provides:

- an overview of announcements
- an overview of the announcements process; and
- instructions for lodging an announcement



Overview of Announcements

Disclosure Obligations

Issuers listed on NSX must notify NSX of any developments which the Issuer considers *could* have an impact on the Issuer's share price. Information that *could* have an impact on your share price is often referred to as "price sensitive".

Issuers must also notify NSX of other information required by Chapter 6 of the NSX Listing Rules (irrespective of whether the Issuer considers that information to be price sensitive). Each of these notifications has an associated timeliness which should be met.

Once prepared, the notification should be lodged with NSX without delay. NSX will publish the notification as a market announcement identified as relating to the Issuer.

Except in certain circumstances defined by the NSX rules, information contained in announcements must not be divulged to third parties before the announcement has been received and published by NSX.

Information contained in announcements must not be given to other news distributors until the Issuer has received an acknowledgement from NSX that the announcement has been published by NSX.

NSX has issued three practice notes on Disclosure to guide Issuers when making announcements.

- [Practice Note 6 - Continuous Disclosure](#)
- [Practice Note 9 – Periodic Disclosure Obligations](#)
- [Practice Note 18 – Timetables](#)

NSX Regulatory News Service

NSX operates a service for Issuers to lodge announcements via the [NSX website](#). NSX verifies the source of each announcement that is lodged and undertakes limited content checks. Once published, market announcements are available on NSX's website and from a range of leading market data vendors.

The announcement process and instructions for lodging an announcement are described in more detail later in this document.

Operational Hours

The NSX Regulatory News Service operates from 9:00am to 5:00pm. Where an Issuer lodges an announcement during these hours, NSX will endeavor to process and publish the announcement that business day.

Where an Issuer is required to lodge an announcement in accordance with a deadline specified by either the NSX Listing Rules or the Corporation Act 2001, NSX strongly recommends that the Issuer lodges the announcement in sufficient time before 5:00pm to allow for any potential dialogue between NSX and the Issuer that may be required to occur before 5:00pm. If any such dialogue cannot be concluded before 5:00pm, the announcement may not be published until the subsequent business day.

Issuers are able to lodge an announcement on NSX's website at any time. Any announcement lodged after 5:00pm on the relevant business day for a specified deadline may be considered to have missed that specified deadline.



Price Sensitive Information

Whenever an Issuer lodges an announcement with NSX the Issuer is required to state whether that announcement is considered price sensitive.

Price sensitive announcements will include:

- financial results
- major contracts
- purchase or sale of significant assets

The above list is not exhaustive. You may consider any event that is likely to have a significant impact on the company's operations and performance could be price sensitive.

Trading Halt

If NSX processes a price sensitive announcement during Trading Hours, NSX will place all securities of the related Issuer into a Trading Halt. The Trading Halt provides time for the market to consider the content of the announcement.

Typically, the Trading Halt will last for 20 minutes and will be followed by a further 10 minute 'pre-open' period. NSX will notify the Issuer and the market that a Trading Halt is in effect, the duration of the Trading Halt and pre-open periods and when trading will resume.

Where a price sensitive announcement is received and a Trading Halt imposed less than 30 minutes before the close of the market, there will be no further trading in the securities of the related Issuer on that day.

The Role of Your Nominated Adviser

Each Issuer listed on NSX has a Nominated Adviser.

Whilst a Nominated Adviser may provide a range of services to an Issuer, the role of a Nominated Adviser under the NSX Listing Rules is to help with advice about the Issuer's obligations concerning the NSX Listing Rules.

NSX highly recommends that you seek advice from your Nominated Adviser when considering market announcements.

Failure to make an Announcement

Failure to make an announcement, or failure to meet the appropriate timeliness for an announcement may be a breach of the NSX Listing Rules and/or the Corporations Act 2001.

Such failures are serious and NSX has the ability to impose sanctions on an offending Issuer that range from private or public censure, through suspension to cancellation of listing.

NSX will engage with the Issuer concerned before reaching a decision on any alleged breach of the rules. NSX may also refer suspected breaches of the Corporations Act 2001 to ASIC.



Announcement Process

Submission via the NSX Regulatory News Service

All announcements must be lodged via the NSX Regulatory News Service. NSX does not accept announcements by email.

Document format and size

NSX accepts announcements in Adobe Acrobat PDF format. NSX does not accept announcements in any other format. Announcements must be less than 10Mb in size.

Issuer Responsibilities

The Issuer is responsible for nominating persons that are authorised to lodge announcements on behalf of the Issuer (an Authorised Person). The Issuer is also responsible for ensuring that any such authorities are revoked as appropriate. Each Issuer must nominate at least one Authorised Person.

Nominations and revocations of an Authorised Person should be submitted to market.operations@nsx.com.au by either the Company Secretary or a Director of the Issuer.

The Issuer is responsible for preparing and lodging an announcement and for the content of any announcement that is lodged with NSX. Any announcement lodged using valid credentials provided to an Authorised Person nominated by an Issuer is deemed to have been lodged by that Issuer.

Notwithstanding any review of an announcement undertaken by NSX, the Issuer remains solely responsible for the content of an announcement.

Authorised Persons

Only an Authorised Person may access the NSX website to lodge announcements. An Authorised Person may only lodge announcements for one Issuer; an Issuer may nominate more than one Authorised Person.

A person may act as an Authorised Person for more than one Issuer. In such cases, the person will be issued with separate credentials for each Issuer.

All requests regarding changes to Authorised Person, including password resets, should be submitted to market.operations@nsx.com.au by either the Company Secretary or a Director of the Issuer.

NSX Responsibilities

NSX issues and revokes credentials for Authorised Persons on the instruction of an Issuer.

NSX may undertake a limited review of an announcement to assist the Issuer. If NSX identifies a concern with the announcement, NSX will revert to the Issuer. In such circumstances, NSX will not publish the announcement until further input has been received from the Issuer.

In undertaking any review, NSX assumes no responsibility for the content of an announcement which remains solely the Issuer's responsibility.

NSX is responsible for publishing the announcement.



Instructions for Lodging an Announcement

Lodging by an Authorised Person

Follow the instructions below to lodge an announcement.

- Access the NSX website at nsx.com.au. Select "LOGIN".

- Enter your credentials. If correct, you will be taken to the "Listed Company Services".

- Select "Lodge Announcement" from the menu on the left-hand side. You will be taken to "Lodge an Announcement".



- On the "Lodge an Announcement" screen the following fields are marked with an asterisk (*) and must be completed

Available Securities. Select the three-letter code that relates to the Issuer or, if the announcement is specific to a security, select the code that relates to that security.

Category. Select the Category that reflects the nature of the announcement. Appendix 1 sets out the full list of Categories.

Title of Announcement. Enter a brief title for the announcement up to a maximum of 54 characters. NSX will publish this text as the 'headline' for the announcement.

Short Description Precise. Enter a brief summary of the announcement. This summary will be included in the email alert sent to persons subscribed to receive information from NSX.

Price Sensitive. Select either the "Yes" or "No" radio button that represents view as to whether this announcement is price sensitive. Announcements that are price sensitive received during trading hours will result in a Trading Halt. The default value is "No".

Copy to Underlying. For Issuers that have more than one security listed, selecting "Yes" will result in the announcement being associated with all securities listed by that Issuer. Selecting "No" will result in the announcement being associated with only the security specified in **Available Securities**. The default value is "No".

Contact Person: For Announcement. Pre-filled with the name of the Authorised Person.

Direct Phone. Pre-filled with the phone number of the Authorised Person.

Email address. Pre-filled with the email address of the Authorised Person.

File. Select "Choose File" to open a dialogue to search for and select the file containing the announcement. If the file is successfully selected and uploaded, the file name will appear.

- On the "Lodge an Announcement" screen once all the mandatory details have been provided the announcement can be lodged by selecting the "Upload" button.

Once the announcement is uploaded successfully a thank you message is displayed with a unique ID reference and a receipt email is sent to the Authorised Person that lodged the announcement. This email confirms that the announcement has been lodged but has not yet been published.

NSX Review

NSX may undertake a limited review of the announcement as lodged. In the event that NSX has a query, NSX will in the first instance contact the Authorised Person that lodged the announcement.

In such circumstances, NSX may also seek to discuss the content of the announcement with the Issuer, or the Issuer's Nominated Adviser or both and may suggest that a replacement announcement should be lodged. The announcement will not be published until any query from NSX is satisfactorily resolved.

Publication by NSX

NSX will publish the announcement to the market:

- on the NSX website
- to a range of market data vendors that subscribe to NSX market data



- via an email alert to persons subscribed to receive information from NSX

NSX will also lodge a copy of the announcement with ASIC on behalf of the company.

When NSX publishes the announcement, the Authorised Person will receive an email acknowledgment that the announcement has been released to the market.

Publication by the Issuer

Once the Authorised Person has received the acknowledgment from NSX that the announcement has been released to the market the Issuer may disseminate the announcement to the media and place the announcement onto its website.

Other Resources for Issuers

NSX has a range of forms available on its website to assist Issuers to meet their reporting obligations covering:

- Financial Reporting
- Directors Interests
- Substantial Shareholder Notices
- Takeovers

Issuers should familiarise themselves with these forms and use them as appropriate when reporting on these obligations.

These forms are available here: <https://www.nsx.com.au/regulation/companies/company-forms/>

TEST Service

Any Authorised Person that would like to familiarise themselves with the process of lodging an announcement may use the service to practice by lodging an announcement with the **Title of Announcement** set to "TEST". NSX will not publish any lodged announcement that is identified in this way.

Support

If you have any queries or require support, please contact NSX:

- by email: market.operations@nsx.com.au
- by phone: +61 (02) 9233 0100



Appendix 1: Category Codes

These codes set out below are used to identify the **Category** of announcements on the "Lodge an Announcement" screen.

CODE USAGE

Matters related to Listing and Trading

40010	NSX	Admission to Official List
40020	NSX	Commencement of Official Quotation
40021	NSX	Trust Deed
40022	NSX	Articles of Association/Constitution
40023	NSX	Director's Declaration & Undertaking
40024	NSX	Nominated Adviser's Declaration
40025	NSX	Sponsor's Declaration
40030	NSX	Trading Halt
40031	NSX	Trading Halt Status
40050	NSX	Suspension from Official Quotation
40051	NSX	Reinstatement to Official Quotation
40060	NSX	Removal from Official List
40080	NSX	Query
40081	NSX	Response to Query
40090	NSX	Change to Basis of Quotation
40099	NSX	Official List Other

Substantial shareholders

40110	NSX	Becoming a Substantial Shareholder
40120	NSX	Change in Substantial Shareholder
40130	NSX	Ceasing to be a Substantial Shareholder

Director's Interests

40140	NSX	Section 205G Notice Initial/Final Director's Interests
40150	NSX	Section 205G Notice Change in Director's Interests
40199	NSX	Interests Other

Takeovers

40220	NSX	Takeover Offer Document
40230	NSX	Takeover Offeree Director's Statement
40240	NSX	Variation of Takeover Offer
40250	NSX	Supplementary Bidder's Statement
40260	NSX	Supplementary Target's Statement
40299	NSX	Takeover Other



Share Capital

40310	NSX	Bonus Issue
40315	NSX	Placement
40320	NSX	Issues to Public
40325	NSX	Capital Reconstruction
40330	NSX	New Issue Letter of Offer & Acceptance Form
40335	NSX	Alteration to Issued Capital
40340	NSX	Non-Renounceable Issue
40341	NSX	Renounceable Issue
40399	NSX	Issued Capital Other
40350	NSX	Prospectus
40360	NSX	Disclosure Document
40365	NSX	Extension of Offer
40370	NSX	On Market Buy-Back
40380	NSX	Exercise of Options

Assets and Contracts

40410	NSX	Asset Acquisition
40420	NSX	Asset Disposal
40430	NSX	Strategic Alliance Notice
40440	NSX	Joint Venture Notice
40450	NSX	Major Contract Notice
40460	NSX	Agreement Notice
40470	NSX	Patent Notice
40490	NSX	Merger Notice
40499	NSX	Assets Other

Periodic Disclosures

40510	NSX	Annual Report
40515	NSX	Change of Balance Date
40516	NSX	Chairman's Address
40517	NSX	Letter to Shareholder's
40520	NSX	Top 20 Shareholders
40530	NSX	Preliminary/Final Statement
40540	NSX	Half Yearly Report
40550	NSX	Half Yearly Report Audit Review
40560	NSX	Quarterly Report
40570	NSX	Interest Payment Notification
40571	NSX	Dividend Notification
40572	NSX	NTA Notification
40573	NSX	Income Distribution Notification
40585	NSX	Drilling Program Report



- 40586 NSX Clinical Trial Report
- 40587 NSX Investor/Analyst Briefing
- 40588 NSX Media Release
- 40599 NSX Periodic Disclosure Other

Changes of details

- 40720 NSX Details of Company Address
- 40730 NSX Details of Registered Office
- 40750 NSX Details of Share Registry
- 40760 NSX Company Name Change Notification
- 40770 NSX Trading Code Change Notification
- 40780 NSX Principal Activities Change Notification
- 40799 NSX Details Other

Officers and other entities

- 40810 NSX Director Appointment/Resignation
- 40811 NSX Chairman Appointment/Resignation
- 40812 NSX CEO Appointment/Resignation
- 40813 NSX Key Officer Appointment/Resignation
- 40814 NSX Company Secretary Appointment/Resignation
- 40815 NSX Sponsor Appointment/Resignation
- 40816 NSX Nominated Adviser Appointment/Resignation
- 40817 NSX Responsible Entity Appointment/Resignation
- 40818 NSX Trustee Appointment/Resignation
- 40819 NSX Trust Manager Appointment/Resignation
- 40829 NSX Appointment/Resignation Other

Meetings

- 40910 NSX Notice of Annual General Meeting
- 40920 NSX Notice of Extraordinary Meeting
- 40930 NSX Results of Meeting
- 40940 NSX Proxy Form
- 40950 NSX Alteration to Notice of Meeting
- 40999 NSX Notice of Meeting Other

Other Notifications

- 41901 NSX Censure / Disciplinary Action / Sanction Notice
- 41911 NSX ASIC Determination
- 41999 NSX General Market Disclosure Other